



House of Delegates Manual

November 2-4, 2018
McCormick Place
Chicago, IL

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22

1 AGD 2016-2018 Strategic Plan



2016-2018 STRATEGIC PLAN

Goal 1—Education: Become the most valued resource of quality dental continuing education for general dentists at all stages of their career.

Strategy 1: Create a Scientific Session that will annually attract at least 5 percent of AGD members by the end of 2018.

Strategy 2: Facilitate education programs that promote members' success and advancement through all stages of their dental career using traditional as well as innovative, cutting-edge methods.

Strategy 3: Partner with AGD constituents in the development and delivery of continuing education programs.

Strategy 4: Protect PACE and increase the number of PACE providers.

Goal 2—Advocacy: Strengthen and protect the general dentistry profession and the oral health of the public.

Strategy 1: Represent the unique interests of general dentists in all advocacy arenas.

Strategy 2: Advocate on behalf of the general dentistry profession as it relates to policymaking, insurance, licensing, education, and all levels of government.

Strategy 3: Advocate on behalf of the public to ensure safe, best quality dentistry practices and appropriate access to care.

Strategy 4: Develop strong working relationships where appropriate with the AGD constituents, the ADA, and dental specialty organizations in addressing issues of common interest.

Strategy 5: Pursue instruments and resources to empower the AGD's advocacy agenda.

Goal 3—Membership: Increase the number of full-dues-equivalent members to 27,000 and retain the existing marketshare of United States members by the end of 2018; whereby the 'existing marketshare' was the marketshare as of December 31, 2015.

Strategy 1: Utilize market and member research to determine which current and new member benefits will best serve the AGD in attracting and retaining members.

Strategy 2: Provide and promote products and services that meet the current and future needs of members and prospective members in all stages of practice and career paths.

Strategy 3: Retain at least 50 percent of new graduate members through 2018.

Strategy 4: Actively recruit dental student members and retain them when they become practicing dentists.

Strategy 5: Attract nonmember general dentists by promoting the value of a lifelong learning mindset.

Goal 4—Communications: Promote the AGD as an organization dedicated to advancing general dentistry through quality continuing education and advocacy.

Strategy 1: Position the AGD as the leading source of information on oral health issues for general dentistry.

Strategy 2: Create and promote a consistent AGD brand that is applied to all marketing vehicles and collateral materials.

Strategy 3: Increase public awareness of the value AGD general dentists bring as gatekeepers to oral health.

Strategy 4: Focus communication efforts on engaging members to advocate on behalf of general dentistry.

Strategy 5: Enhance AGD publications and digital-based communication vehicles to effectively communicate to all AGD stakeholders.

Goal 5—Organizational Excellence: Ensure that the AGD is financially viable, functions efficiently in a cost-effective manner, and has a mutually supportive relationship with its constituents.

Strategy 1: Ensure the fiscal soundness of the AGD.

Strategy 2: Improve the effectiveness and efficiency of AGD Headquarters operations.

Strategy 3: Streamline the AGD governance structure and operations.

Strategy 4: Promote an organizational culture that best supports attainment of strategic goals and a healthy operating environment.

Strategy 5: Ensure the success of constituents in meeting the needs of grassroots members.

Mission Statement

Advancing general dentistry and oral health through quality continuing education and advocacy

Vision Statement

Oral health and better lives through the Academy of General Dentistry

Approved by the Board, April 2015; approved by the House of Delegates, Resolutions 102A and 102B, June 2015; Amended by the House of Delegates, Resolution 103, November 2017

1 **Guiding Documents**

2
3 **A. Vision Statement**

4
5
6
7 Policy 2015:102A-H-6

8
9 Oral health and better lives through the Academy of General Dentistry

10
11 **B. Mission Statement**

12
13
14
15 Policy 2015:102A-H-6

16
17 Advancing general dentistry and oral health through quality continuing education and advocacy.

18
19 **C. Brand Statement**

20
21
22
23 The Academy of General Dentistry (AGD) is committed to excellence in oral health care by promoting
24 life-long learning. As the voice of general dentistry, the AGD advocates for general dentists and the
25 patients they serve.

26
27 **D. Core Purpose**

28
29
30
31 Advance the value and excellence of general dentistry.

32
33 **E. Core Values**

- 34
35
36
37 Excellence in oral health care
38 Diversity
39 Universal acceptance of the general dentist as the gatekeeper of oral health care
40 Continuous life-long learning
41 Advocacy/representation
42 Teamwork; camaraderie; mentorship
43 Ethical, honest and credible behavior
44

45 **F. Tag Line**

46
47
48
49 Your voice for excellence through education and advocacy.
50
51

1 **Candidate for Vice President – Dr. Bruce Cassis**



2
3 Bruce L. Cassis, DDS, MAGD, has served as chair of the AGD Membership Council for the last
4 two years. He is a graduate of the West Virginia University School of Dentistry. He joined AGD
5 in 1986 and has served in many roles in both the West Virginia AGD (WVAGD) and at the
6 national level, including president of WVAGD for four consecutive years, chair of the PACE
7 Council for two years, and as first chair of the Communications Council when it was formed
8 after several councils consolidated, a position he held for five years. He continues to practice
9 general dentistry and hospital dentistry full time in Fayetteville, West Virginia.

10
11 Beyond his membership in WVAGD, Cassis is a member of several other professional dental
12 organizations, including the American Dental Association and the American Academy of
13 Cosmetic Dentistry (AACD). In 1997, he received AGD Fellowship. In 2007, he received AGD
14 Mastership, mastership from the World Clinical Laser Institute and fellowship from the Dental
15 Organization for Conscious Sedation. He is eligible for fellowship from both the Academy of
16 Dentistry International and the American College of Dentists. In 2018, he was awarded AGD
17 Lifelong Learning and Service Recognition.

18
19 Since 2005, Cassis has traveled both nationally and internationally, presenting seminars to dental
20 professionals, students and auxiliaries. This includes over 2,500 lectures to a total audience of
21 over 15,000. He has also trained over 3,000 dentists, hygienists and team members in laser-
22 assisted dentistry and practice management.

23
24 His charitable contributions include “Freedom Day,” when veterans with dental needs are served
25 at no cost. Cassis regularly participates in the AACD’s “Give Back a Smile” program for victims
26 of domestic abuse.

27
28 Cassis authored “Two Essential Procedures To Strengthen Your Practice” in the September 2017
29 issue of *Dentistry Today*.

30
31 *Personal Statement*

32
33 “I am passionate about continuing education and advocacy on behalf of the general dentist. It is
34 the pathway I have followed over the course of my career that was instilled early on by AGD and
35 has resulted in my professional success. I am beyond proud of the relationships with many of

1 you with whom I have had the privilege of working with over the years. I consider you part of
2 my family, just like my five sons, three daughters-in-law, seven grandkids and my wife, Evie.

3
4 “We must funnel our efforts and resources to bring AGD to the height of relevance in organized
5 dentistry and, most importantly, to our members and potential members. This requires the
6 strongest leadership possible. The best leaders build consensus, and I have demonstrated that
7 quality by running a successful practice while also serving as chair of the PACE,
8 Communications and Membership councils. My other volunteer activities include coaching local
9 sports teams and being a member of the church council, choir and community organizations such
10 as Lions Club International.

11
12 “What makes this election different is that you have a choice, and the choices are as different as
13 night and day. As an organization with a mission, we must reach consensus and move forward
14 with a sense of urgency. Through adding value and bringing dental students to the pathway of
15 lifelong learning, I pledge to bring all my skills in concert with the best AGD leaders to fulfill
16 our mission of continuing education and advocacy for the general dentist while building stronger
17 constituencies and growing membership. Removing barriers to growth will be my first priority.”

18
19 To learn more, visit teambruceagd.com.

20

1 **Candidate for Vice President – Dr. Mohamed Harunani**



2
3 Mohamed Harunani, DDS, MAGD, graduated from Northwestern University in 1986 and started
4 his private practice. He is very community-minded and, for several years, helped care for
5 physically, mentally and financially challenged individuals. He also chaired the Ogle County
6 Board of Health from 1998-2006.

7
8 Harunani, a career-long member of the American Dental Association (ADA) and AGD, received
9 his Fellowship in 1991, Mastership in 1997 and AGD’s Lifelong Learning and Service
10 Recognition in 2007, as well as the esteemed Albert L. Borish Award in 2012. He has
11 fellowships in the Academy of Dentistry International, American College of Dentists,
12 International College of Dentists and International Academy of Dental-Facial Esthetics. He is a
13 certified medical investigator and a diplomate for the American College of Forensic Examiners.
14 Since 2005, he has been the AGD representative to the ADA Standards Committee on Dental
15 Informatics, where, in 2015, he was awarded the ADA’s Volunteer Award for significant
16 contributions. Since 2016, he has been serving on the North American Tissue Technical
17 Advisory Group and, since 2017, on the board of Dentalloy.

18
19 Harunani has served AGD at the local, regional and national levels, attending every AGD House
20 of Delegates since 1995. He received the AGD Award for Excellence in 1997 for creating a radio
21 PSA program and again in 1999 for creating a school dental education program. He was one of
22 the founding members of the AGD Investment Committee in 2004 and has helped to grow the
23 AGD net assets from \$3.4 to \$21.5 million. From 2006 to 2011, he served on the AGD Board of
24 Trustees, representing Region 8. He has been AGD’s treasurer since 2014.

25
26 In his personal life, Harunani enjoys spending time with his family, traveling, exploring new
27 cuisines, fishing, kayaking and diving. He considers marrying his beautiful wife, Faiza, to be the
28 best decision of his life and raising their three children — Shazeen, Farzeen and Abdulkareem —
29 to be their greatest accomplishment. He believes that dentistry has been a great blessing for him
30 and his family. He is excited to work with his daughter, Shazeen, helping to run her new private
31 practice, and to guide his son, Abdulkareem, who is just starting dental school.

32
33 *Personal Statement*

34
35 “Thank you for trusting me with our finances since 2004 and further giving me the opportunity

1 to serve as your treasurer for the past four years. My goal has always been to serve the profession
2 and the organization that has defined my career. The success of AGD and what it stands for
3 continues to be my foundation. The support, confidence and friendship I have received from my
4 fellow AGD members has meant more to me than I can express.

5
6 “During this time of many changes, AGD needs a selfless leader who can bring stability and
7 unity. As my 15-year record shows, I am committed to AGD’s success and not any personal
8 goals or agendas. As a profession, we are facing challenges coming from various angles,
9 including advocacy, membership, continuing education availability, shrinking budgets, changing
10 practice models and changing member demographics. In order for us to grow, we need to
11 become the go-to organization for dentists to get practice and personal support.

12
13 “It has truly been an honor and privilege to work alongside some of the most dedicated and
14 brilliant people in organized dentistry to build AGD into an ideal platform for voicing the
15 opinions and bettering the lives of general dentists. This year, we are investigating opportunities
16 to increase non-dues revenues while increasing the value of AGD membership directly to each
17 member. As a member of the Investment Committee, trustee and now as your treasurer, I have
18 always focused on AGD’s future and advocated for the betterment of the organization and the
19 profession. My focus will always be on improving the lives of our members professionally and
20 personally.

21
22 “It is through the hard work and dedication of many that we are financially sound, and now we
23 must continue to invest in great projects to ensure a brighter, stronger and more secure
24 tomorrow. As your vice president, I promise you transparency, resolute commitment,
25 knowledgeable vigor and lived passion to help solidify AGD as an organization every general
26 dental practitioner is proud to call his or her own.”

27
28 To learn more, visit lovemyagd.com.

29

1 **Candidate for Treasurer – Dr. Elizabeth Clemente**



2
3 Elizabeth A. Clemente, DDS, MAGD, was born the seventh of 10 children in the Adirondacks.
4 She graduated early from St. Lawrence University and took a position as a quality control analyst
5 at Miller Brewing Company. She qualified as a taste tester and was offered positions in waste
6 management and as a brewmaster in Germany. She turned down these offers to attend Case
7 Western Reserve University School of Dental Medicine, where she received a Doctor of Dental
8 Surgery. After finishing a general practice residency program in Paramus, New Jersey, she
9 opened a practice with her co-resident.

10
11 Nearly ten years later, Clemente sold her share of the practice and moved into another New
12 Jersey practice. Later, she served as director of the University of Alabama School of Dentistry
13 advanced education in general dentistry and general practice residency (GPR) programs. She was
14 charged with merging the programs and renovating the clinic. While at the University of
15 Alabama, she was assigned the positions of interim director of undergraduate clinics and director
16 of faculty practice because of her proven budget and management experience. During this time,
17 she appeared before the State of Alabama’s task force to review dental services and Medicaid
18 coverage. She introduced mouthguards to the Special Olympics in Alabama, an experience that
19 provided the data and impetus for a later published paper. Clemente was honored by
20 Birmingham Public Schools for the outreach program she initiated.

21
22 Clemente has also worked as consultant for the State of New Jersey’s Medicaid program.

23
24 Presently, Clemente serves as chair of the department of dentistry, director of the general
25 practice residency (GPR) program and clinic director at Morristown Medical Center in New
26 Jersey. One-hundred-five volunteer doctors teach in the GPR program, which provides free
27 outpatient care to the underserved in the community. Members of her department serve on the
28 cleft team, which performs frenectomies for newborns, participates actively in the trauma and
29 head and neck cancer teams, and is an integral part of the emergency room team. Her department
30 has worked to make dentistry a respected component of the hospital’s health care team.

31
32 Clemente is serving her second term on the New Jersey State Board of Dentistry. She is a
33 member of New Jersey’s Access to Care Committee and remains active in the American Dental
34 Association (ADA). She presently serves as a District 4 delegate and has been a member of the
35 election team for two ADA presidents from the district. Clemente has served on numerous

1 committees for the New Jersey Dental Association. She is an alternate trustee and a member of
2 the Budget and Finance Committee.

3
4 Dr. Peter Sturm, former AGD assistant editor and a staff member in Clemente’s residency
5 program, introduced her to AGD. Clemente served on the AGD Membership Committee and as
6 president of the AGD Foundation before she was elected as the Regional Director and, later,
7 trustee from Region 4. Presently, she serves as division coordinator for Membership and
8 Member Benefits and is in her fourth year on the Budget and Finance Committee.

9
10 *Personal Statement*

11
12 “I am proud to be a member of the AGD. For me, this organization is about more than dental
13 education. My participation in the AGD has helped me learn the importance of advocacy, how to
14 interpret public policy and how to teach, in addition to improving my technical skills. Through
15 the relationships we build with our colleagues, we problem solve and brainstorm on clinical
16 issues and on those that enrich our lives and the lives of those around us. With my extensive
17 budgetary experience, I would like to help this organization maintain financial stability so the
18 next generation may continue to experience the gifts it has given all of us. I ask for your support
19 and vote for my candidacy for AGD treasurer.”
20

1 **Candidate for Treasurer – Dr. Guy Hanson**



2
3 Guy M. Hanson, DDS, MBA, MAGD, currently serves as the Region 11 (Alaska, Washington,
4 Oregon, Montana and Idaho) trustee. A member of AGD since 1993, he has been privileged to
5 serve on the Constitution, Bylaws and Judicial Affairs Council and the Group Benefits Council.
6 He also served as president of the Idaho AGD from 1999-2001, 2002-2005 and 2014-2016, as
7 well as all other constituent offices and committees over the past 25 years. Prior to serving as the
8 trustee for Region 11, he served as regional director for six years.

9
10 Hanson graduated from Creighton University in 1980 with a Bachelor of Science in biology and
11 earned his Doctor of Dental Surgery from Creighton in 1984. He earned his Master of Business
12 Administration in 2011 while practicing full time as a single practitioner.

13
14 Hanson has attended A Great Dentist Goes to Washington and its successor, Hill Day, numerous
15 times. He scheduled personal office visits with Rep. Mike Simpson, DMD (R-ID), an AGD
16 honorary member, during periods when scheduling was more relaxed and conducive to
17 relationship building. Attending the constituent advocacy training in 2017 allowed him to take
18 the information delivered during training back to the Idaho AGD to help align it with the AGD
19 vision.

20
21 Hanson practiced general dentistry in Boise, Idaho, for 30 years. He sold his practice in 2014
22 when he chose to pursue additional business opportunities. To ensure a smooth transition for his
23 patients — many of whom were with his practice from the beginning, including his high school
24 English teacher — Hanson, who has always practiced safe and modern dentistry, spent
25 considerable time training his successor to use the Waterlase laser units, diode laser unit, air
26 abrasion unit and microscopes his patients had become accustomed to.

27
28 Hanson is a strong believer that everyone in the decision-making process should be fully aware
29 of all known issues and understand the consequences of making a decision. He believes that the
30 AGD budget and finances should be easy to understand, open and transparent to all who vote on
31 it, as well as the general membership. He will endeavor to continue the work to make financial
32 reporting more transparent while enhancing greater understanding to all.

33
34 Hanson was privileged to attend two of the most recent Investment Committee meetings,
35 learning the investment philosophy of the committee and its analysis of AGD holdings and

1 potential holdings. The Investment Committee members are the gatekeepers of AGD’s rainy day
2 funds.

3
4 AGD’s financial assets belong to AGD members, as these assets primarily come from dues. That
5 money needs to be spent wisely, efficiently and effectively in order to retain the trust of AGD
6 members. Hanson has the commitment, time and expertise to monitor the AGD financial
7 situation, perform analyses and offer recommendations to the board as a full-time volunteer,
8 keeping in mind that it is the House of Delegates that has the ultimate decision-making power in
9 determining where AGD funds should be spent.

10
11 *Personal Statement*

12
13 “I have the commitment, time, expertise, educational background and analytical skills to provide
14 exemplary service as AGD treasurer. My desire to make decisions inclusive rather than exclusive
15 is a strength exhibited in my decision-making processes. I make certain that my work is
16 accomplished well before deadlines and that it is supported by data and professional analysis. I
17 am equipped and willing to support the team, and I feel comfortable presenting my views along
18 with supporting data. My personal background and MBA training has allowed me to think not
19 only outside of a box with rigid borders, but beyond the sphere.

20
21 “Thank you for allowing me the opportunity to run for AGD treasurer.”
22

1 **Guide to Reading Resolutions**

2
3 The following is an explanation of the different formatting found in the resolutions
4 as well as a sample resolution. This resolution is to be thought of as an example
5 only, and not to be considered for vote in the 2018 House of Delegates. Please
6 keep this example in mind as you review the documents to be voted on.

7 **Example 1:**


8 **“Resolved, that the Fellowship Award Guidelines be amended as follows:**

9
10 **Fellowship Requirements**

11
12 **4. Successful completion of the Fellowship Examination. ~~The exam may be~~**
13 **taken at any time after joining the AGD but Any dentist joining the AGD**
14 **after February 2010 be subject to a 90-day waiting period prior to applying**
15 **for or sitting for the Fellowship Exam in order to verify their membership**
16 **status. The application must be completed prior to December 31 deadline**
17 **for Fellowship applications.”**

18
19 Underlined text - This is verbiage that would be added to the resolution should it
20 be approved.

- 21 • ~~Strikethroughs~~- This is verbiage that has been proposed to be removed from
22 the resolution.
23 • Regular font- This is verbiage that is to be considered as it is presented with
24 no changes.



**ACADEMY
of GENERAL
DENTISTRY**
2018 AGD House of Delegates Agenda

1
2
3
4 **I. First Session House of Delegates (8:00 a.m. – 10:30 a.m., Friday, November 2, 2018)**
5 **– Grand Ballroom S100AB**

- 6 a. Call to order/presentation of the colors/playing of the anthems
7 b. Welcome
8 c. Invocation
9 d. Recognition of Dignitaries/Dignitary Speeches
10 e. Announcement of new business and assignment of such business to appropriate
11 Reference Committee
12 f. President’s Address
13 g. Candidates for Office Nominations/Speeches
14 i. A nomination will be made for each candidate
15 ii. Candidate speeches
16 h. Awards Ceremony
17 i. Awards will be presented to AGD Achievement Awardees, the constituent
18 award winners, emeritus members, and presidential awards.
19

20 **II. Election (7:00 a.m. – 8:00 a.m.; Sunday, November 4, 2018) – Grand Ballroom**
21 **S100AB**
22

23 **III. Second Session House of Delegates (8:00 a.m. – Noon; Sunday, November 4, 2018) –**
24 **Grand Ballroom S100AB**

- 25 a. Awards will be presented to AGD leaders completing terms of service.
26 b. Approval of the minutes of the 2017 HOD meeting.
27 c. Reference Committee Reports (order of Reports of Reference Committees subject
28 to change)
29 1. Report of Reference Committee on Advocacy and Other Priorities
30 2. Report of Reference Committee on Continuing Education
31 3. Report of the Reference Committee on Administration, Image & Membership
32 d. Special items of business
33 i. Installation of Officers
34 ii. Presentation of the incoming President’s gavel
35 iii. Presentation of the Past President’s plaque
36 iv. President’s Address
37

38 **IV. Lunch Break**
39

40 **V. Third Session House of Delegates (1:00 p.m. – End; Sunday, November 4, 2018) –**
41 **Grand Ballroom S100AB**

- 42 a. The House of Delegates will re-convene to complete unfinished business.
43

44 **VI. Adjournment**

1 **Welcome Message**

2
3 Dear Colleagues:

4
5 Welcome, and congratulations on your selection as Delegates to the 2018 AGD House of
6 Delegates (HOD)! Yours is a great responsibility; in fact, **you** are an important part of the
7 legislative governing body of the Academy of General Dentistry. We know you will take this
8 responsibility seriously because our organization is faced with many substantial and important
9 issues. Your deliberations and decisions at the 2018 HOD will impact our organization well
10 beyond the immediate future.

11
12 **AGD Delegates will be required to attend the following sessions in order to be eligible for**
13 **reimbursement; HOD First Session, Second Session and Third Session, at least one**
14 **Reference Committee meeting, Candidates Forum and the Town Hall meeting. You also**
15 **will need to partake in all HOD voting.**

16
17 **Each delegate’s badge will be scanned prior to entering the governance events. If you do**
18 **not participate in all of the events above, you will not receive reimbursement for your**
19 **annual meeting expenses.**

20
21 **Please be sure to arrive on time for the scheduled events. Adequate seating will be provided**
22 **but late arrivals may disrupt the meeting. To avoid large crowds gathering in the back of**
23 **the meeting room — and to comply with the venue’s fire code regulations — we ask that**
24 **you fill all available seating.**

25
26 You are also encouraged to actively **participate** in the Reference Committee Hearings. *It is in*
27 *this forum that every single one of you can share your vision and experience on how to make the*
28 *AGD work better.* Your communication to the Reference Committees during these hearings will
29 allow us to move expeditiously through the HOD’s business on Sunday, November 4, 2018 and
30 avoid an extended session.

31
32 We look forward to meeting you at the hearings. Following is the Reference Committee Hearing
33 schedule:

34
35 **2018 Reference Committee Schedule**

36
37 Friday, November 2, 2018

Reference Committee	Time	Location
Advocacy & Other Priorities	1:00-2:30 p.m.	S102BCD
Administration, Membership & Image	2:30-4:00 p.m.	S102BCD
Continuing Education	4:00-5:30 p.m.	S102BCD

38
39

1 Delegate Checklist

2
3 1. Bring a copy of this manual with you to Chicago. You may wish to save it to your
4 laptop/tablet or print it out. . If you wish to have a paper copy of the manual, it will be
5 the responsibility of your constituent to provide one at your request. Please contact your
6 Constituent officers accordingly to make your request. **AGD will not be providing**
7 **printed materials at the 2018 House of Delegates.**
8

9 2. Pick up your registration materials in McCormick Place, Grand Ballroom
10 S100AB on Thursday, November 1, 2018 from 3:00 p.m. to 7:00 p.m. or on
11 Friday, November 2, 2018 from 7:00 a.m. to 10:30 a.m.
12

13 3. Plan to attend on Friday, November 2, 2018⁹

14
15 a. The first session of the House of Delegates (HOD) in the Grand Ballroom
16 S100AB 8:00 a.m. to 10:30 a.m.
17

18 b. The Reference Committee Hearings to which you have been assigned by your
19 Region.
20

21 1) Reference Committee on Advocacy and Other Priorities 1:00 to 2:30 p.m.
22 in Room S102BCD.
23

24 2) Reference Committee on Administration, Image and Membership 2:30
25 p.m. – 4:00 p.m. in Room S102BCD.
26

27 3) Reference Committee on Continuing Education 4:00 p.m. – 5:30 p.m. in
28 S102BCD.
29

30 4. Plan to attend on Saturday, November 3, 2018:

31
32 a. Town Hall Meeting and presentation by the Governance Evaluation and Review
33 Committee 8:00 a.m. to 10:00 a.m. in Room S102BCD.
34

35 b. Any caucus meeting called by your region prior to the annual meeting. Please
36 contact your Regional Director to confirm.
37

38 c. Your regional caucus at McCormick Place.
39

40 5. Plan to attend on Sunday, November 4, 2018:

41
42 a. Election voting in the HOD from 7:00 a.m. to 8:00 a.m. in Grand Ballroom
43 S100AB.
44

- 1 b. The second and third HOD sessions from 8:00 a.m. until the HOD adjourns in
2 Grand Ballroom S100AB,
3
- 4 6. As a delegate, you will be voting on resolutions presented to the HOD. It is your
5 responsibility to read and understand each resolution with its appropriate background
6 information so that you will be able to cast an educated vote at the HOD session.
7 Your Regional Director and Trustee are available for any clarification you need about
8 the resolutions and to answer any additional questions which may arise from
9 discussion. Thorough knowledge and understanding of issues to be voted upon
10 before rising to speak on the floor of the HOD is a crucial part of your responsibilities
11 as a delegate.
12
- 13 7. Expense Reports:
- 14 a. **AGD Delegates will be required to attend the following sessions in order to**
15 **be eligible for reimbursement; HOD First Session, Second Session and**
16 **Third Session, at least one Reference Committee meeting, Candidates**
17 **Forum and the Town Hall meeting. You also will need to partake in all**
18 **HOD voting.**
19
- 20 b. **Each delegate’s badge will be scanned prior to entering the governance**
21 **events. If you do not participate in all of the events above, you will not**
22 **receive reimbursement for your annual meeting expenses.**
23
- 24 c. **Please be sure to arrive on time for the scheduled events. Adequate seating**
25 **will be provided but late arrivals may disrupt the meeting. To avoid large**
26 **crowds gathering in the back of the meeting room — and to comply with the**
27 **venue’s fire code regulations — we ask that you fill all available seating.**
28
- 29 d. Please review and use the appropriate Expense Reimbursement form. To print out an
30 Expense Form go to the [Leader Resource Center](#).
31
- 32 8. Attire: The attire for the meeting will be business dress. Jeans, shorts, sneakers, and
33 athletic wear are unacceptable.
34
35

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Schedule of Events

(As of September 21, 2018)

Please see the full meeting schedule in your Onsite Program for all events and more detailed descriptions. All times and locations are subject to change. All rooms are located in McCormick Place unless otherwise noted.

	Start Time	End Time	Event																																																																																
Wednesday, 10/31/18	1:00 p.m.	6:00 p.m.	Constituent Leader Resource Workshop – Hyatt Conference Center Adler																																																																																
Thursday 11/1/18	8:00 a.m.	5:00 p.m.	Regional Directors Meeting <i>(By Invitation)</i> – S103BC																																																																																
	10:00 a.m.	5:00 p.m.	AGD Foundation Meeting <i>(By Invitation, Offsite)</i>																																																																																
	1:00 p.m.	5:00 p.m.	Spokesperson Training <i>(By Invitation, Offsite)</i>																																																																																
	3:00 p.m.	7:00 p.m.	Attendee Registration Desk – Grand Ballroom S100AB																																																																																
	4:30 p.m.	5:00 p.m.	Credentials and Elections Committee Meeting <i>(By Invitation)</i>																																																																																
Friday 11/2/18	7:00 a.m.	10:30 a.m.	Attendee Registration Desk – Grand Ballroom S100AB																																																																																
	8:00 a.m.	10:30 a.m.	House of Delegates First Session & Awards Ceremony – Grand Ballroom S100AB																																																																																
	11:00 a.m.	12:00 p.m.	Candidates Forum – S102BCD																																																																																
	12:00 p.m.	1:00 p.m.	Reference Committee Lunch <i>(By Invitation)</i>																																																																																
	12:00 p.m.	1:00 p.m.	Past Presidents’ Forum Lunch <i>(By Invitation)</i>																																																																																
	1:00 p.m.	2:30 p.m.	Reference Committee on Advocacy & Other Priorities – S102BCD																																																																																
	2:30 p.m.	4:00 p.m.	Reference Committee on Administration, Image & Membership – S102BCD																																																																																
	4:00 p.m.	5:30 p.m.	Reference Committee on Continuing Education – S102BCD																																																																																
	5:30 p.m.	7:00 p.m.	Candidates’ Reception – Grand Ballroom S100C																																																																																
Saturday 11/3/18	8:00 a.m.	10:00 a.m.	Town Hall Meeting – S102BCD																																																																																
	10:15 a.m.	4:00 p.m.	Regional Caucuses <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Start time</th> <th>End time</th> <th>Official Function Name</th> <th>Room</th> </tr> </thead> <tbody> <tr><td>11:00 AM</td><td>3:00 PM</td><td>Region 1 Caucus</td><td>S405A</td></tr> <tr><td>10:15 AM</td><td>1:30 PM</td><td>Region 2 Caucus</td><td>S403A</td></tr> <tr><td>10:15 PM</td><td>1:00 PM</td><td>Region 3 Caucus</td><td>S401D</td></tr> <tr><td>10:15 AM</td><td>2:00 PM</td><td>Region 4 Caucus</td><td>S403B</td></tr> <tr><td>10:15 AM</td><td>4:00 PM</td><td>Region 5 caucus</td><td>S105D</td></tr> <tr><td>10:15 AM</td><td>4:00 PM</td><td>Region 6 Caucus</td><td>S105BC</td></tr> <tr><td>10:15 AM</td><td>1:00 PM</td><td>Lionel French Region 7 Caucus</td><td>S401A</td></tr> <tr><td>10:15 AM</td><td>4:00 PM</td><td>Region 8 Caucus</td><td>S106B</td></tr> <tr><td>10:15 AM</td><td>1:00 PM</td><td>Region 9 Caucus</td><td>S402A</td></tr> <tr><td>10:15 AM</td><td>3:00 PM</td><td>Region 10 Caucus</td><td>S404D</td></tr> <tr><td>10:15 AM</td><td>4:00 PM</td><td>Region 11 Caucus</td><td>S104A</td></tr> <tr><td>10:15 AM</td><td>2:30 PM</td><td>Region 12 Caucus</td><td>S404A</td></tr> <tr><td>10:15 AM</td><td>4:00 PM</td><td>Region 13 Caucus</td><td>S405B</td></tr> <tr><td>10:15 AM</td><td>2:30 PM</td><td>Region 14 Caucus</td><td>S404BC</td></tr> <tr><td>10:15 AM</td><td>1:15 PM</td><td>Region 15-16 Caucus</td><td>S402B</td></tr> <tr><td>10:15 AM</td><td>4:00 PM</td><td>Region 17 Caucus</td><td>S104B</td></tr> <tr><td>10:15 AM</td><td>1:00 PM</td><td>Region 18 Caucus</td><td>S401BC</td></tr> <tr><td>10:15 AM</td><td>4:00 PM</td><td>Region 19 Caucus</td><td>S103D</td></tr> <tr><td>10:30 AM</td><td>4:00 PM</td><td>Region 20 Caucus</td><td>S106A</td></tr> </tbody> </table>	Start time	End time	Official Function Name	Room	11:00 AM	3:00 PM	Region 1 Caucus	S405A	10:15 AM	1:30 PM	Region 2 Caucus	S403A	10:15 PM	1:00 PM	Region 3 Caucus	S401D	10:15 AM	2:00 PM	Region 4 Caucus	S403B	10:15 AM	4:00 PM	Region 5 caucus	S105D	10:15 AM	4:00 PM	Region 6 Caucus	S105BC	10:15 AM	1:00 PM	Lionel French Region 7 Caucus	S401A	10:15 AM	4:00 PM	Region 8 Caucus	S106B	10:15 AM	1:00 PM	Region 9 Caucus	S402A	10:15 AM	3:00 PM	Region 10 Caucus	S404D	10:15 AM	4:00 PM	Region 11 Caucus	S104A	10:15 AM	2:30 PM	Region 12 Caucus	S404A	10:15 AM	4:00 PM	Region 13 Caucus	S405B	10:15 AM	2:30 PM	Region 14 Caucus	S404BC	10:15 AM	1:15 PM	Region 15-16 Caucus	S402B	10:15 AM	4:00 PM	Region 17 Caucus	S104B	10:15 AM	1:00 PM	Region 18 Caucus	S401BC	10:15 AM	4:00 PM	Region 19 Caucus	S103D	10:30 AM	4:00 PM	Region 20 Caucus	S106A
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Sunday 11/4/18	7:00 a.m.	8:00 a.m.	Election – Grand Ballroom S100AB																																																																																
	8:00 a.m.	12:00 p.m.	House of Delegates Second Session – Grand Ballroom S100AB																																																																																
	12:00 p.m.	1:00 p.m.	HOD Lunch Break – On Own																																																																																
	12:00 p.m.	1:00 p.m.	Board Lunch (current and incoming Trustees) – S103D																																																																																
	1:00 p.m.	End	House of Delegates Third Session <i>(If necessary)</i> – Grand Ballroom S100AB																																																																																
	45 minutes post HOD		Board Meeting – S103BC																																																																																

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2018 Resolution Index Summary

3

Bryan C. Edgar, DDS, MAGD, AGD Speaker of the House; Michael W. Lew, DMD, MAGD,
AGD Secretary; and Jennifer Goler, Associate Director, Governance, Governance

4

5

Resolution #	Brief Description	Ref. Comm. Assignment
101	Adopt the 2019-2021 AGD Strategic Plan	Admin/Image/Mem 2:30 – 4:00 pm
150	Approve 2019 Budget	Admin/Image/Mem 2:30 – 4:00 pm
201	Amend HOD Policy 2015:309-H-6	Continuing Education 4:00– 5:30 pm
202	Lifelong Learning and Service Recognition Guideline Changes Recognition to Award	Continuing Education 4:00– 5:30 pm
203	Lifelong Learning and Service Recognition Guideline Changes Limitation to One Recognition	Continuing Education 4:00– 5:30 pm
204	Scientific Session Registration Cancellation Policy 2014:105R-H-6 Amendment	Continuing Education 4:00– 5:30 pm
205	Amend the Names of the Exam Committees in the BPM, HOD Policy Manual and Constitution and Bylaws	Continuing Education 4:00– 5:30 pm
301	Create Electronic Information Reception Policy	Advocacy/Other Priorities 1:00 – 2:30 pm
302	Rescind HOD Policy 93:28 H 7 Health Care Reform Criteria	Advocacy/Other Priorities 1:00 – 2:30 pm
303	Amend Rules of Procedure HOD Reference Committee Timing	Advocacy/Other Priorities 1:00 – 2:30 pm
304	Amend Election Guidelines & Bylaws to Eliminate Early Declaration of Candidacy by EC Officers	Advocacy/Other Priorities 1:00 – 2:30 pm
305	Amend Bylaws to Reflect Authority of President-Elect to Make Council and Committee Appointments	Advocacy/Other Priorities 1:00 – 2:30 pm

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Position Statements
(SAMPLE AGD TEMPLATE)

Created: February 2007
Approved: April 2007 (AGD Board)

How to Write a Position Statement for the House of Delegates (HOD)

This document is being prepared to assist members and Delegates as they consider and prepare Position Statements for submission to the House of Delegates (HOD) of the Academy of General Dentistry (AGD). A carefully considered, well crafted Position Statement has a much better chance of being adopted by the HOD and will minimize confusion and debate on the floor of the HOD during its annual meeting.

What is a Position Statement of the HOD?

The HOD is a representative body of the membership that approves AGD position statements. A position statement is the AGD's position on professional or public policy issues that relate to its mission and goals. An individual member or group of members develops proposed Position Statements. However, they can only be submitted by an AGD dentist member and only a delegate can submit a proposal for a Position Statement to the HOD Operations Committee. Once proposed position statements have gone through the review process, they are sent to delegates and made available to the membership via the AGD Web site for feedback. Using this feedback to help form an opinion on the Position Statement, the delegate goes to the HOD meeting where the Position Statement is debated and then voted on. If the Position Statement passes the HOD, it becomes an official position of the AGD. Therefore, it is in the best interests of the maker of the Position Statement to submit a proposal that is in keeping with AGD policy and meets the criteria for a Position Statement.

Is it needed? This is the first thing to consider when planning to propose a Position Statement.

Is the issue you are attempting to address covered in the current bylaws and policies of the organization? Before beginning the long process of drafting and offering a Position Statement it is wise to review these, and any other relevant AGD documents. This will help you answer the second question.

Is it consistent with the Position Statement Criteria?

Position Statement Criteria:

1. Must be related to AGD's core purpose and goals.

- 1 2. Must address professional or public policy issues.
- 2 3. Must take a position, not state the need for a position.
- 3 4. Must be submitted in a standard format.
- 4 5. Must not be defamatory.
- 5 6. Must not make references to the position statement of an organization or the stated opinion of
- 6 an individual.
- 7 7. Must not endorse a political candidate or party.
- 8 8. Must not address internal AGD issues.
- 9 9. Must not endorse a specific product or company.

10
11 Position Statements must deal with issues related directly to dentistry, or the policies and
12 practices of the AGD.

13
14 Once a proposed Position Statement is received, it will go through an evaluation process. The
15 proposed Position Statement will be evaluated by the AGD Board of Trustees (Board),
16 potentially other agencies of the AGD or legal counsel, and ultimately by the AGD HOD. They
17 will check for factual accuracy, legality and adherence to existing AGD policy.

18
19 The HOD will not consider Position Statements that violate local, state, or federal statutes.
20 Position Statements that would alter our tax-exempt status, or result in lengthy litigation would
21 be unwise and probably be rejected.

22
23 The evaluation will also check against any impact on previously approved Position Statements.
24 Each proposed Position Statement will be evaluated on form, approach and content.

25
26 **Is a Position Statement in the HOD the appropriate forum to discuss this issue?**

27
28 There are many avenues to provide feedback to the Board. Any issue regarding the actions and
29 functioning of the organization or issues related to the profession are permitted to be brought
30 before the HOD. Position Statements of the HOD are not appropriate forums for personal
31 vendettas or criticism of the organization, its board or individual officers or members.

32
33 **Do you have a clear idea of what you hope to accomplish?**

34
35 Position Statements should have clear goals and address specific issues. Carefully consider what
36 your desired outcome will be, and be able to express that outcome clearly. If you do not clearly
37 present your intent and meaning, and why AGD should hold this position then the debate will be
38 difficult and frustrating and your Position Statement will flounder. You only get one shot each
39 year, make it count.

40
41 **Is your Position Statement well crafted?**

42
43 Sometimes English can be a frustrating language. However, words often have specific legal
44 meanings, and there are rules of grammar. The document that you submit to the HOD becomes a
45 part of our organization's public record. Individuals outside of AGD will have access to those

1 documents; they should be well written and properly formatted. Beyond the potential for
2 embarrassment, the tragedy of a good idea being rejected because it is poorly presented is
3 completely avoidable with a little groundwork up front. Remember, the proposed Position
4 Statement will be presented to the HOD in the HOD manual, not by the person or agency who
5 thought of it. Use the spell check and grammar check on your computer. Before you begin the
6 process of submitting the Position Statement, have disinterested third parties (not just your
7 friends) read and comment on your draft. Position Statements that include good ideas, but are
8 written with hostility or negativity are usually defeated on the basis of the way they are written,
9 regardless of the intent of the Position Statement. Remember that we are a professional
10 association and present your ideas in a clear way with supporting facts rather than emotions.

11 **How do you write a Position Statement?**

12
13
14 A Position Statement should be should be well written and properly formatted. Present a brief
15 summary of the background and rationale for the Position Statement. Include any information
16 that will explain the intent and meaning of the Position Statement. The Position Statement, itself,
17 should be limited to one paragraph. Then include a list of verifiable references to support your
18 proposal, including research, statistics, AGD Board decisions, etc.

19
20 When submitting a resolution to the Board and/or HOD for adoption of a policy, the format
21 should roughly follow in this manner:

- 22
23 1. “Resolved,...
- 24 2. The next phrase on the same line should be a statement of what the AGD believes, e.g., the
25 AGD supports the FDA’s position on amalgam
- 26 3. Following that should be a phrase that explains why, e.g., because of its peer reviewed,
27 scientific basis

28
29 Ideally, a policy resolution should have only one resolved clause. If there are more clauses, the
30 HOD has a tendency to want to split the question. However, if, as part of the policy, there is a
31 directive for implementation, say, then the following should occur:

- 32
33 4. the first clause will end with and be it further,
34 5. The first line of the second clause will begin “Resolved...
35 6. The next phrase will be the directive, e.g., that the Public Relations Council be directed to
36 publicize this policy through press releases.
37 7. The resolution will always end in a closed quote. “

38 **Example**

39
40 2001:27-H-8 “Resolved, that the Academy of General Dentistry (AGD) believes that
supervising or providing materials or methodology for consumers to make
intraoral impressions constitutes the practice of dentistry, which requires
an appropriate license in the state or province where the individual is
being treated, and be it further

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Resolved, that directing a dental laboratory to fabricate intraoral appliances and devices (including bleaching trays) constitutes the practice of dentistry, which requires an appropriate license in the state or province where the individual is being treated, and be it further

Resolved, that in order to protect the health of the public, the AGD believes that the fabrication of intraoral appliances and devices (including bleaching trays) by dental laboratories requires a proper prescription by a dentist licensed in the state or province where the individual is being treated.”

Conclusion

We hope this document helps you in preparing and submitting position statements to the HOD. These statements are a vital form of member input into the association. We look forward to receiving your input and suggestions on how to improve this guide. If you have any suggestions, please contact advocacy@agd.org.

1 **Amendment to Resolution Form**

2
3 **RESOLUTION #:**

4
5 **REFERENCE COMMITTEE REPORT - PAGE #:**

6
7 2018 HOUSE OF DELEGATES (HOD) – Chicago, IL

8
9 **FOR AMENDMENTS TO RESOLUTIONS**

10
11 *Amendments or substitute resolutions should be taken to Room S103A (AGD*
12 *Caucus Support) in McCormick Place 10:15 a.m. to 4:00 p.m. on Saturday,*
13 *November 3 so provisions can be made for the HOD to fully comprehend what it*
14 *is voting on at all times. The amendment will be entered so that it can be*
15 *electronically projected to the HOD.*

16
17 **Please copy and paste the original resolution below as well as on the next page,**
18 **underline new additions and strike through language you wish to remove:**

19
20
21
22
23
24
25
26
27
28
29 **Submitted by: Delegate’s Name:**

30 **State:**

31 **Region:**

32
33 **REQUIRED SIGNATURE** _____

1 **Resolution #xxxx**

2

3 **Please enter your completed resolution (including**
4 **striketroughs and underlines) in this space. It should be in**
5 **Arial 22 pt. font. We will use this document to project your**
6 **resolution in the HOD.**

7

8

1 The reference committee may suggest that a particular resolution be adopted,
2 rejected, amended, or postponed definitely to a certain time. Also a motion to refer
3 to a council or committee for study may be recommended by the reference
4 committee. A proposal to amend a resolution can take the form of a simple
5 amendment or a substitute resolution if it is more complex.

- 6 • The resolution number is to remain constant throughout the HOD
7 proceedings. For example, a resolution would be called “Resolution #12.”
- 8 • If the reference committee recommends a substitute resolution, the
9 resolution number would remain constant, but the letter “R” would follow
10 the resolution number to indicate that the recommendation has emanated
11 from the reference committee. For example, “Resolution #12R.”
- 12 • If a substitute resolution is being recommended, the reference committee is
13 bound to reference the original resolution in its report.
- 14 • These reports are written to facilitate the business of the HOD. Even a
15 simple word change in a resolution will cause the resolution to be treated as
16 a substitute resolution as it emerges from the reference committee.

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Star-Spangled Banner

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8

O say, can you see, by the dawn's early light,
What so proudly we hail'd at the twilight's last gleaming?
Whose broad stripes and bright stars, thro' the perilous fight,
O'er the ramparts we watch'd, were so gallantly streaming?
And the rockets' red glare, the bombs bursting in air,
Gave proof thro' the night that our flag was still there.
O say, does that star-spangled banner yet wave
O'er the land of the free and the home of the brave?

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16

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O Canada

18



19

20

21

O Canada!

22

Our home and native land!
True patriot love in all of us command.

23

24

25

With glowing hearts we see thee rise,
The True North strong and free!

26

27

28

From far and wide,
O Canada, we stand on guard for thee.

29

30

31

God keep our land glorious and free!
O Canada, we stand on guard for thee.

32

33

34

O Canada, we stand on guard for thee.

35

36

1 **Rules of Procedure for Conducting The Reference Committee Hearings and Business of the**
2 **Academy of General Dentistry's House of Delegates**
3

- 4 1. The House of Delegates (HOD) will consider business introduced only in one of the
5 following ways:
6
7 a. A resolution submitted on a petition signed by 25 or more active members at least
8 two weeks prior to the annual session of the HOD and directed to the Executive
9 Director;
10
11 b. An appropriate resolution emanating from a meeting of the Board of Trustees
12 (Board);
13
14 c. Resolutions emanating from any report of an officer, council or committee;
15
16 d. A resolution introduced by any Constituent AGD or any certified delegate
17 providing that the resolution has been received by the AGD's Executive Director
18 at least two weeks prior to the First Session of the HOD at the annual session of
19 the HOD;
20
21 e. A resolution submitted in writing and introduced on the floor of a session of the
22 HOD with the unanimous consent of the HOD. Such a resolution requires
23 approval by two-thirds of the delegates present and voting. Reference Committee
24 recommendations are not, however, deemed new business.
25
26 2. In keeping with the Constitution and Bylaws of the AGD, no amendment may be made to
27 either the Constitution or the Bylaws unless it has been published to the members at least
28 thirty (30) days in advance of the annual session of the HOD on the AGD Web site and
29 links to the proposed changes will be headlined thereon. If such is the case, the
30 Constitution may be amended by an affirmative vote of at least two-thirds of the certified
31 delegate members present and voting at the annual session of the HOD, and the Bylaws
32 may be amended by an affirmative vote of two-thirds (2/3) of the delegates present and
33 voting.
34
35 3. The Speaker of the House, in consultation with the Executive Director, shall make a
36 recommendation to the Board at the regular meeting held before the annual session of the
37 HOD of how the annual reports and resolutions are to be divided among three Reference
38 Committees. All delegates will be strongly encouraged to review all resolutions.
39
40 4. The President shall designate five delegates and two non-voting consultants who need not
41 be delegates to serve on each Reference Committee. Members serving on current
42 councils and committees of the organization may not serve on the Reference Committee
43 if that Reference Committee is going to review a report from a council or committee on
44 which the member is currently serving. The two non-voting consultants may, of course,

1 have served on councils or committees whose reports are being reviewed by that
2 Reference Committee.

3
4 5. Reference Committee hearings are open to all members of the AGD. At the appropriate
5 time each member may express his/her opinion on a given subject being heard by that
6 Reference Committee.

7
8 a. The Chairperson of the Reference Committee shall preside at the Reference
9 Committee hearing. He/she shall be seated with his/her four committee members,
10 a maximum of two consultants, and designated staff from the AGD's headquarters
11 office at a table in the front of the hearing room.

12
13 b. The Chairperson of the Reference Committee may limit the length of time each
14 member is allowed to speak, but may not prevent any member from speaking at
15 least once on a given subject. Once debate has been limited by the Chairperson, it
16 shall apply to all future speakers in that particular Reference Committee on that
17 topic.

18
19 c. No resolutions may be introduced in the Reference Committee hearing.

20
21 d. The purpose of the Reference Committee hearing is only to receive information
22 and opinions. No votes may be taken in the hearing on any resolution.

23
24 e. All Reference Committees must remain in session for a minimum of 90 minutes
25 or until all attendees have left the room so that delegates may present their views
26 before all of the Reference Committees.

27
28 6. Immediately after the hearing, the five members of the Reference Committee and the
29 Committee's consultants shall deliberate in executive session and make a
30 recommendation to the AGD on each item of business assigned to it. No item of business
31 may be omitted. The Reference Committee may recommend that a resolution be
32 adopted, rejected, amended, referred to committee, or postponed definitely. An
33 amendment may take the form of a substitute resolution. However, the substitute
34 resolution must be completely germane to the original resolution. After the executive
35 session, the report of the Reference Committee shall be prepared by the Chairperson with
36 the assistance of staff from the AGD's headquarters office.

37
38 7. At the appropriate time, the presiding officer shall request that each Reference
39 Committee Chairperson deliver his/her report to the HOD. The Chairperson shall move
40 for appropriate action on each recommendation or substitute resolution from the
41 Reference Committee and identify a member of the Reference Committee as the seconder
42 of the motion. At this time, an amendment to the resolution may be offered from the
43 floor. The amendment must receive a second before it can be discussed. A vote on the
44 main motion or resolution will occur after the membership has reached a decision on each

1 amendment which has been duly proposed. No motions to postpone indefinitely will be
2 permitted.
3

4 a. Only those sections of the Constitution and Bylaws which have been published to
5 the membership at least thirty (30) days prior to the annual session of the HOD
6 are subject to amendment. It will be the presiding officer's duty to determine
7 whether a proposed amendment to such a resolution is completely germane to the
8 question. If the proposed amendment is not germane to the particular section of
9 the Constitution and Bylaws under scrutiny, it will be his/her duty to rule the
10 amendment out of order and request that it be appropriately introduced at next
11 year's annual session of the HOD.
12

13 b. The President shall appoint a parliamentarian to assist and advise the Speaker of
14 the House in running an orderly meeting in keeping with these Rules of
15 Procedure. All questions not covered by the AGD's Constitution and Bylaws or
16 these Rules of Procedure shall be governed by the American Institute of
17 Parliamentarians Standard Code of Parliamentary Procedure. A copy of this code
18 shall be maintained by the parliamentarian for reference.
19

20 8. Only duly certified delegates or alternate delegates who have been elevated to delegate
21 status may vote or move resolutions on the floor of the HOD. However, any of the
22 following individuals may address the HOD after they are recognized by the presiding
23 officer:
24

25 a. All delegates;

26
27 b. All AGD officers who are members of the Executive Committee;

28
29 c. All Council or Committee chairpersons;

30
31 d. All AGD Past Presidents;

32
33 e. The Executive Staff of the AGD;

34
35 f. All members of the Board who have not otherwise been elected delegates (such
36 Board members may be seated with their Constituent AGD delegations on the
37 floor of the HOD).
38

39 h. All Regional Directors who have not otherwise been elected delegates (such
40 Regional Directors may be seated with their constituent academy delegation on
41 the floor of the HOD
42

43 i. The President of the AGD Foundation may have access to the floor, but may
44 address the HOD only if an issue concerns the Foundation.
45

1 j. Any AGD member may have access to the floor of the HOD in order to give a
2 nominating speech for a candidate in a contested election.
3

4 9. The procedure with regard to handling of nominations at the First Session of the HOD for
5 AGD offices shall be:
6

7 a. The AGD's Secretary shall announce any petitions received at least 60 days prior
8 to the First Session of the HOD on behalf of candidates running for AGD office at
9 the annual session of the HOD. No petition will be honored that is received more
10 than one year in advance of the annual session of the HOD in which the election
11 takes place.
12

13 10. Council and Committee Chairpersons shall sit in the front row of the HOD with the
14 appropriate staff when resolutions from their agencies of the AGD are being considered.
15 If a Council or Committee Chairperson is not in attendance at the annual session of the
16 HOD, the President may designate another member of the Council or Committee as a
17 substitute. The Speaker of the House shall recognize such individuals in proper sequence
18 when it is obvious that they need to provide input to the HOD on any proposed change
19 affecting their areas of jurisdiction.
20

21 11. Constituent Executives, officially listed in the Constituent Officers List, may sit with
22 their delegations on the floor of the HOD, but no constituent may seat more than one
23 officially-listed executive.
24

25 Adopted HOD 7/89

26 Revised HOD 7/91

27 Amended HOD 7/94

28 Amended HOD 7/95

29 Revised HOD 7/99

30 Revised HOD 8/2001

31 Revised HOD 7/2002

32 Revised HOD 6/2007

33 Revised HOD 7/2010
34



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5 Congratulations on being appointed as a delegate or alternate delegate of the Academy of
6 General Dentistry (AGD) House of Delegates. The AGD invites you to use the provided news
7 release template to educate your patients and community about your work with the AGD. Here
8 are some tips to help you get your information published in local media outlets:
9

- 10 1. Use the Internet to research the newspapers that are published in your area.
- 11 2. Determine the newspapers to which you would like to send your news release. Call each
12 newspaper on your list and ask to speak with the news editor (if it's a community
13 publication) or the business editor (if it's a larger, daily publication). If that person is
14 unavailable, you also may be able to find his or her email address by searching the
15 newspaper's website.
- 16 3. Inform the editor that you are a local business owner who has just been appointed to a
17 national dental organization's House of Delegates. Tell him or her that you would like to
18 submit a news release with the details of your appointment.
19

20 Here's an example of a phone conversation with a media contact:
21

22 **You:** *Hi, my name is Dr. John Smith and I was just appointed to the Academy of General*
23 *Dentistry House of Delegates. I work/live in [insert city], and I thought that the paper may be*
24 *interested in running an article about my achievement. I have a news release with more details.*
25 *Would you like me to send it to you via email? [Media contact says, "Yes."] Great! What is your*
26 *email address?*
27

- 28 4. Email your news release to the media contact. If you have a headshot of yourself, you may
29 want to include it as an attachment. Newspapers may run your photo if space allows.
- 30 5. Follow up with your media contacts within one week. Make sure that they have received the
31 release and inquire whether they are interested in printing it. If they plan to publish your story,
32 ask when it is scheduled to run so you can watch for the media coverage.
33

34 The AGD recommends that you distribute your release as soon as possible after AGD Annual
35 Meeting 2018 to receive the most media placements. News outlets prefer to report on recent
36 events. Waiting too long after the annual meeting to send this release may limit your media
37 coverage potential.
38

39 If you have any questions or need more information, contact AGD Public Relations at
40 312.404.4346 or news@agd.org
41 .

1 Thank you again for your participation!

2
3
4 <Insert Constituent Logo>

5 **FOR IMMEDIATE RELEASE**

6
7
8
9 **For more information contact:**

10 <FIRST AND LAST NAME>, <Title/Credentials>

11 <OFFICE PHONE>

12 <EMAIL>

13
14 <CITY> Dentist Appointed to Academy of General Dentistry House of Delegates

15
16 <CITY, ST> (<DATE>) — <FIRST AND LAST NAME>, <DDS/DMD>, <FAGD/MAGD>, of
17 <CITY>, <STATE>, was appointed to serve as <AN ALTERNATE DELEGATE/A
18 DELEGATE(identify one)> to the Academy of General Dentistry (AGD) 2018 House of
19 Delegates (HOD) during AGD’s annual meeting, held November 2 to 4 in Chicago.

20 As the AGD’s governing body, the HOD dictates the organization’s policy and votes on issues
21 that affect the dental community, as well as the AGD’s 40,000 members in the United States, its
22 territories, and Canada.

23
24 Committed to providing quality care and patient education to the public, AGD members are
25 required to complete 75 hours of continuing dental education every three years.

26
27 Dr. <LAST NAME> graduated from <DENTAL SCHOOL> in <YEAR> and currently practices
28 dentistry in <CITY>. <HE/SHE> and <HIS/HER> <WIFE/HUSBAND>, <NAME>, have
29 <NUMBER> children, <NAMES>.

30
31 **About the Academy of General Dentistry**

32 The Academy of General Dentistry (AGD) is a professional association of over 40,000 general
33 dentists dedicated to providing quality dental care and oral health education to the public. AGD
34 members stay up-to-date in their profession through a commitment to continuing education.
35 Founded in 1952, the AGD is the second largest dental association, and it is the only association
36 that exclusively serves the needs and represents the interests of general dentists. For more
37 information about the AGD, visit www.agd.org.

38
39 ###



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1
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4

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7 **New Hampshire, Rhode Island, Vermont**
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9 Eric J. Levine, DMD, FAGD
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11 Farmington, CT 06032-1915
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13 Joseph A. Picone, DMD, MAGD
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29 Sarita B. Patel, DDS
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32
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35 Quincy, MA 02169-4411
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37 Ronald G. Sawyer, DMD
38 9 Waters Edge Drive
39 Yarmouth, ME 04096-6318
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42 17319 Pavaroso Street
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87
88
89

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50
51 James K. Feldman, DDS
52 4707 Connecticut Avenue NW, Apt. 108
53 Washington, DC 20008-5619
54
55 Angela D. Marwaha, DMD
56 6318 Stoneham Lane
57 McLean, VA 22101-2345
58
59 **REGION 6**
60 **Kentucky, Missouri, Tennessee, West**
61 **Virginia**
62 *Delegates*
63 Darren S. Greenwell, DMD, MAGD
64 169 E. Lincoln Trail Boulevard
65 Radcliff, KY 40160-1253
66
67 Richard J. Alvarez, DDS, FAGD
68 183 Royal Dornoch Drive
69 Branson, MO 65616
70
71 Philip Batson, DDS
72 409 Vandiver Drive
73 Building 4, Suite 101
74 Columbia, MO 65202-3754
75
76 Dennis Nguyen, DDS
77 1923 Rex Avenue, Apt. 61
78 Joplin, MO 64801-5980
79
80 Jian Huang, DDS, BMS, MAGD
81 2810 Bransford Avenue, Suite B
82 Nashville, TN 37204-3102
83
84 Keith D. Gilmore, DDS, MAGD
85 493 Henslee Drive
86 Dickson, TN 37055-2166
87
88 Gary R. Woodall, DDS, MAGD
89 161 Capital Drive, Suite 201
90 Knoxville, TN 37922-3581
91

1 Steven A. Ghareeb, DDS, FAGD
2 1203 Jefferson Road
3 South Charleston, WV 25309-9732
4
5 *Alternates*
6 Geoffrey S. Ball, DMD, MAGD
7 2105 Crossfield Drive
8 Elizabethtown, KY 42701-7831
9
10 Richard B. Alvarez, DDS
11 14303 State Highway 38
12 Marshfield, MO 65706-8952
13
14 Anthony S. Carroccia, DDS, MAGD,
15 ABGD
16 2088 Lowes Drive, Suite C
17 St. Bethlehem Dental Care
18 Clarksville, TN 37040-1635
19
20 Anthony A. Martin, DMD, MAGD
21 440 Cherokee Boulevard
22 Knoxville, TN 37919
23
24 Sami M. Ghareeb, DDS, MAGD
25 P.O. Box 566
26 178 Main Street
27 Poca, WV 25159-0566
28
29 **REGION 7**
30 **Indiana, Ohio**
31 *Delegates*
32 Charles W. Bartholomew, DDS, FAGD
33 3415 S. Lafountain Street, Suite C
34 Kokomo, IN 46902-3826
35
36 James M. Lindsey, DDS, FAGD
37 2516 Locust Lane
38 Kokomo, IN 46902-2954
39
40 Thomas J. Steckbeck, DDS, FAGD
41 8007 S. Meridian Street, Suite 4
42 Indianapolis, IN 46217-2901
43

44 David G. Austin, DDS
45 3600 Olentangy River Road, Suite B1
46 Columbus, OH 43214-3468
47
48 Mehrdad Safavian, DDS
49 65 E. State Street, Suite E
50 Columbus, OH 43215-4259
51
52 David W. Schlosser, DDS, MAGD
53 3506 Darrow Road
54 Stow, OH 44224-4009
55
56 Tyler L. Scott, DDS
57 633 N. Union Street
58 Loudonville, OH 44842-1074
59
60 *Alternates*
61 Michael A. Gordon, DDS, MAGD
62 829 Main Street
63 Schererville, IN 46375-1100
64
65 Hans P. Guter, DDS, FAGD
66 598 Northridge Road
67 Circleville, OH 43113-1150
68
69 **REGION 8**
70 **Illinois**
71 *Delegates*
72 Spencer R. Bloom, DDS
73 5530 W. Montrose Avenue
74 Chicago, IL 60641-1330
75
76 Dawood Harunani, DDS, MAGD
77 301 W. Washington Street
78 Oregon, IL 61061-1621
79
80 William M. Lawley, DDS, MAGD
81 10704 31st Street
82 Westchester, IL 60154-5111
83
84 Charles F. Martello, DDS, MAGD
85 106 W. Nebraska Street, #635
86 Frankfort, IL 60423-1420
87

1 Brenden D. Moon, DMD, FAGD
2 4529 Brandywine Lane
3 Quincy, IL 62305-9047
4
5 Cheryl L. Mora, DDS, MAGD
6 888 Creek Bend Drive
7 Vernon Hills, IL 60061-3301
8
9 Ryan R. Vahdani, DDS, FAGD
10 3450 Lacey Road
11 Downers Grove, IL 60515-5430
12
13 Seymour Wachtenheim, DDS, MAGD
14 7031 W. Touhy Avenue, Apt. 306
15 Niles, IL 60714-4394
16
17 Larry N. Williams, DDS, MAGD, ABGD
18 4934 Lunt Avenue
19 Skokie, IL 60077-3538
20
21 *Alternates*
22 Randal P. Ashton, DDS
23 517 W. Fairchild Street
24 Danville, IL 61832-3801
25
26 Susan Bordenave-Bishop, DMD, MAGD
27 7314 N. Edgewild Drive
28 Peoria, IL 61614-2114
29
30 Robert S. Kozelka, DDS, MAGD
31 101 S. Washington Avenue Suite 124
32 Park Ridge, IL 60068-4258
33
34 Theresa B. Lao, DDS, FAGD
35 3450 Lacey Road, Room 407
36 Downers Grove, IL 60515-5430
37
38 Jaelyn P. MacDonald, DMD
39 1700 W. Bluebonnet Drive, #15103
40 Peoria, IL 61615
41
42 Daniel D. Pagel, DMD
43 150 Forest Avenue, #2001
44 Oak Park, IL 60301
45

46 Brian M. Weinberg, DMD
47 3355 N. Kedzie Avenue
48 Chicago, IL 60618
49
50 **REGION 9**
51 **Michigan, Wisconsin**
52 *Delegates*
53 Anthony R. Bielkie, DDS, FAGD
54 51725 Van Dyke Avenue
55 Shelby Township, MI 48316-4451
56
57 Jessica J. Brisbois, DDS
58 20916 Meadowlark Street
59 Farmington, MI 48336-5058
60
61 Colleen B. DeLacy, DDS, FAGD
62 7305 Huron Avenue
63 P.O. Box 700
64 Lexington, MI 48450-8325
65
66 Nahid A. Kashani, DDS
67 17129 Tall Pines Court
68 Northville, MI 48168-1883
69
70 J. Michael Owen, DDS, FAGD
71 42430 W. 12 Mile Road
72 Novi, MI 48377-3028
73
74 Samer G. Shamoan, DDS, MAGD
75 600 Eleven Mile Road
76 Berkley, MI 48072-3027
77
78 David A. Susko, DDS
79 20737 E. 13 Mile Road
80 Roseville, MI 48066-4503
81
82 Edwin T. Batchelor, DDS, FAGD
83 2602 Crest Line Drive
84 Madison, WI 53704-2836
85
86 Louis C. Boryc, DDS, FAGD
87 S76W18538 Kingston Drive
88 Muskego, WI 53150-9276
89

1 Virginia G. Scott, DDS, MAGD
2 W7347 Polinske Road
3 Portage, WI 53901-9151
4
5 *Alternates*
6 Dennis G. Charnesky, DDS, MAGD
7 4101 John R. Road, Suite 100
8 Troy, MI 48085-3647
9
10 Fares M. Elias, DDS, FAGD
11 5353 Woodview Drive
12 Bloomfield Hills, MI 48302-2571
13
14 John V. Machi, DDS
15 290 Ohio Street
16 Oshkosh, WI 54902
17
18 **REGION 10**
19 **Iowa, Minnesota, Nebraska, North**
20 **Dakota, South Dakota**
21 *Delegates*
22 Roberto A. Moreno, DDS, MAGD
23 201 W. 16th Street
24 West Liberty, IA 52776-1064
25
26 Dona W. Prince, DDS, MAGD
27 4220 Sergeant Road, Suite 100
28 Sioux City, IA 51106-4648
29
30 Daniel T. Johnson, Jr., DDS, FAGD
31 1757 Saunders Avenue
32 Saint Paul, MN 55116-2432
33
34 John J. Keller, DDS, MAGD
35 552 E. Main Street
36 Anoka, MN 55303-2529
37
38 Matthew R. Serbousek, DMD
39 368 N. Webb Road, Suite 1
40 Grand Island, NE 68803
41
42 Colleen J. Hofer, DDS, MAGD
43 P.O. Box 250
44 111 1st Street West
45 Velva, ND 58790-0250
46

47 Mark R. Bain, DDS
48 1416 18th Avenue NE
49 Aberdeen, SD 57401-1516
50
51 *Alternate*
52 Bradley J. Anderson, DDS, FAGD
53 4521 38th Avenue S
54 Fargo, ND 58104-8507
55
56 **REGION 11**
57 **Alaska, Idaho, Montana, Oregon,**
58 **Washington**
59 *Delegates*
60 Ghazal A. Ringler, DMD
61 4951 Business Park Boulevard
62 Anchorage, AK 99503
63
64 Russell R. Jensen, DMD
65 3270 N. Maple Grove Road
66 Boise, ID 83704-4214
67
68 Leslie A. Hayes, DDS, MAGD
69 1125 W. Kagy Boulevard, Suite 300
70 Bozeman, MT 59715-5879
71
72 Scott S. Hansen, DMD, MAGD
73 Hansen Family Dentistry
74 6201 SE Harmony Road
75 Milwaukie, OR 97222
76
77 Howard E. Hilman, DMD
78 1240 SE 122nd Avenue
79 Portland, OR 97233-1202
80
81 Martha E. Rich, DMD, FAGD
82 833 SW 11th Avenue, Suite 405
83 Portland, OR 97205-2118
84
85 Kimberly R. Wright, DMD, MAGD
86 1554 Garden Street
87 P.O. Box 589
88 West Linn, OR 97068-3278
89

1 Puneet S. Aulakh, DDS, MAGD
2 1808 Richards Road, Suite 101
3 Bellevue, WA 98005-3982
4
5 Teresa K. Kang, DDS
6 12332 120th Avenue NE
7 Kirkland, WA 98034-6926
8
9 Theron A. Manson, DDS, FAGD
10 9750 NE 120th Place, Suite 8
11 Kirkland, WA 98034-4207
12
13 Dzon M. Nguyen, DDS, MAGD
14 1421 NW 85th Street
15 Seattle, WA 98117-4298
16
17 Carl W. Youngquist, DDS, MAGD
18 1911 19th Street SE
19 Puyallup, WA 98372-7123
20
21 *Alternates*
22 Matthew J. West, DMD, FAGD
23 10467 Fox Farm Trail
24 Juneau, AK 99801-8548
25
26 Timothy M. Lawhorn, DDS, FAGD
27 16111 Rocky Mountain Road, Suite E
28 Belgrade, MT 59714-8037
29
30 Stefanie Beckley, DMD
31 4813 Parkview Drive, Apt. G
32 Lake Oswego, OR 97035-4461
33
34 Ravi S. Sinha, DDS
35 1238 SE 122nd Avenue
36 Portland, OR 97233-1202
37
38 Linda J. Edgar, DDS, MAGD
39 220 SW 292nd Street
40 Federal Way, WA 98023-3502
41
42 Timothy A. Hess, DDS, MAGD
43 1314 8th Street NE, Suite 101
44 Auburn, WA 98002-5748
45

46 Gary E. Heyamoto, DDS, MAGD
47 15657 NE 190th Street
48 Woodinville, WA 98072
49
50 **REGION 12**
51 **Arkansas, Kansas, Louisiana, Mississippi,**
52 **Oklahoma**
53 *Delegates*
54 John Pardo, DDS
55 17585 E. Wyman Road
56 Fayetteville, AR 72701-9561
57
58 Mark H. Armfield, DDS
59 2814 Ohio Street
60 Augusta, KS 67010-2361
61
62 Kristopher P. Rappold, DDS, MAGD
63 1721 Peniston Street
64 New Orleans, LA 70115-4630
65
66 Jeffrey R. Richardson, DDS
67 4913 Elmwood Parkway
68 Metairie, LA 70003-2628
69
70 Steven M. Porter, DDS
71 301 Plantation Drive
72 Columbus, MS 39705-1126
73
74 Erin M. Sexson, DDS
75 1113 Huntington Avenue
76 Oklahoma City, OK 73116-6212
77
78 *Alternates*
79 Carl S. Plyler, DDS, FAGD
80 119 Elm
81 P.O. Box 4
82 Glenwood, AR 71943-9213
83
84 David A. Bowman, DDS
85 713 Main Street
86 Seneca, KS 66538-1931
87
88 John W. Portwood, Jr., DDS, MAGD
89 9069 Siegen Lane
90 Baton Rouge, LA 70810-1951
91

1 Frank L. Conaway, DMD, MAGD
2 292 Hancock Square Drive
3 Bay Saint Louis, MS 39520-1634
4

5 **REGION 13**

6 **California**

7 ***Delegates***

8 Samer S. Alassaad, DDS, FAGD
9 4204 Vistosa Street
10 Davis, CA 95618-7120
11

12 Myron J. Bromberg, DDS
13 7012 Reseda Boulevard, Suite G
14 Reseda, CA 91335-4281
15

16 Chethan Chetty, DDS, FAGD
17 2231 Swiftwater Way
18 Glendora, CA 91741-4606
19

20 Cheryl D. Goldasich, DDS, FAGD
21 3610 Lomita Boulevard, Suite 203
22 Torrance, CA 90505-3919
23

24 Kirk M. Hobock, DDS, MAGD
25 32382 del Obispo Street, Suite C2
26 San Juan Capistrano, CA 92675-4029
27

28 Erika Kullberg, DMD
29 4944 Cass Street, Unit 801
30 San Diego, CA 92109-2043
31

32 Anita Rathee, DDS, FAGD
33 23101 Sherman Place, Suite 415
34 West Hills, CA 91307-2037
35

36 Harriet F. Seldin, DMD
37 3737 Moraga Avenue, Suite B113
38 San Diego, CA 92117-5356
39

40 Ricardo A. Suarez, DDS, FAGD
41 15732 Mar Vista Street
42 Whittier, CA 90605-1325
43

44 James H. Thompson, DMD, FAGD
45 7424 Jackson Drive, Suite 3
46 San Diego, CA 92119-2324
47

48 Chirag Vaid, DDS
49 4130 Saint Andrews Drive
50 Stockton, CA 95219-1865
51

52 Eric Wong, DDS, MAGD
53 P.O. Box 22417
54 Sacramento, CA 95822-0417
55

56 ***Alternates***

57 Guy E. Acheson, DDS, MAGD
58 American River Dental Center
59 10350 Coloma Road
60 Rancho Cordova, CA 95670
61

62 Howard H. Chi, DMD, MAGD
63 6529 Inglewood Avenue, Suite B1
64 Stockton, CA 95207-3864
65

66 **REGION 14**

67 **Arizona, Colorado, Hawaii, Nevada, New**
68 **Mexico, Utah, Wyoming**

69 ***Delegates***

70 Mai-Ly Duong, DMD, FAGD
71 859 N. Harmony Avenue
72 Gilbert, AZ 85234-8020
73

74 Dana E. Onet, DDS
75 8868 W. Bell Road, #362
76 Peoria, AZ 85382-4931
77

78 Onika R. Patel, DMD, FAGD
79 11981 E. Becker Lane
80 Scottsdale, AZ 85259-4142
81

82 Dennis L. Burgner, DDS, MAGD
83 P.O. Box 988
84 Parker, CO 80134-0988
85

86 Sheila N. O'Grady-Stille, DMD, MAGD
87 5307 S. Havana Court
88 Englewood, CO 80111-3815
89

1 Sandra Montes, DDS
2 3215 Rio Madre Court SW
3 Albuquerque, NM 87121-9344
4
5 Summer Kleidosty, DMD
6 P.O. Box 17893
7 Reno, NV 89511-1033
8
9 Jason Eaton, DDS, MAGD
10 680 Liston Circle
11 Kaysville, UT 84037-1562
12
13 Michael R. Keim, DDS, MAGD
14 1749 S. Boxelder Street
15 Casper, WY 82604-3538
16
17 *Alternates*
18 Charles D. Tatlock, DDS, MAGD
19 405 Tulane Drive SE
20 Albuquerque, NM 87106-1417
21
22 Jennifer E. McClanahan, DMD
23 2815 Show Jumper Lane
24 Reno, NV 89521
25
26 **REGION 15-16**
27 **Alberta, Atlantic Provinces, British**
28 **Columbia, Ontario, Quebec**
29 *Delegates*
30 Jennifer T. Nguyen, DDS
31 912 Goshawk Point NW
32 Edmonton, AB T5S 0H6
33
34 Lary F. Trites, DDS
35 6 Allison Avenue
36 Sackville, NB E4L 3L9
37
38 Joseph A. Belsito, DDS, FAGD
39 2095 Wyandotte Street W
40 Windsor, ON N9B 1J8
41
42 Elio F. Filice, DDS, MAGD
43 1685 Main Street W, Unit 1-B
44 Hamilton, ON L8S 1G5
45

46 Frank C. Infusini, DDS, FAGD
47 3200 Dufferin Street, Unit 15B
48 Toronto, ON M6A 3B2
49
50 Kirandip K. Johal, DDS
51 84 Nova Scotia Road
52 Brampton, ON L6Y 5K1
53
54 Antonio Mancuso, DDS, MAGD
55 547 Thorold Road, Unit 2
56 Welland, ON L3C 3W9
57
58 Sarah A. Mancuso, DDS
59 547 Thorold Road, Unit 2
60 Welland, ON L3C 3W9
61
62 Gulam Walji, DDS
63 21 Heathmore Court
64 Markham, ON L3R 8J2
65
66 Faraj Hanna Alkass, DMD
67 3535 Queen-Mary, #218
68 Montreal, QC H3V 1H8
69
70 *Alternates*
71 Kulwant S. Turna, DDS
72 110 Pertosa Drive, Unit 1
73 Brampton, ON L6X 5E9
74
75 Bashar Shagoury, DDS, MAGD
76 1100 Beaumont Avenue, Suite 404
77 Mont-Royal, QC H3P 3H5
78
79 **REGION 17**
80 **Air Force, Army, Navy, Public Health,**
81 **Veterans Administration**
82 *Delegates*
83 John A. Safar, DDS, MAGD, ABGD
84 12346 Magnolia Spring
85 San Antonio, TX 78253-6381
86
87 Dragos Stefan-Dogar, DDS, FAGD, ABGD
88 1301 Shamrock Court
89 Warrensburg, MO 64093
90

1 Jarom Hansen, DMD
2 117 Sycamore Way
3 Fort Knox, KY 40121
4
5 John Clay Hastings, DMD
6 401 Quaker Meadows Court
7 Holly Springs, NC 27540
8
9 Alain Ouellet, DMD, FAGD, ABGD
10 50 Rue Des Migrateurs
11 Gatineau, QC J9A 2X7
12
13 Jared A. Geller, DMD, FAGD
14 401 Grandin Avenue
15 Rockville, MD 20850-4142
16
17 Doris K. Lam, DDS, FAGD
18 400 Russell Avenue
19 Building 41 - Dental Clinic
20 Belle Chasse, LA 70143
21
22 Thu N. Luu, DMD, FAGD, ABGD
23 13513 Moonlight Trail Drive
24 Silver Spring, MD 20906-6701
25
26 Li-Kuei G. Hung, DDS, FAGD
27 218 239th Way SE
28 Sammamish, WA 98074-3685
29
30 Juan A. Villafane-Hernandez, DMD
31 6002 Auburndale Avenue, Unit B
32 Dallas, TX 75205
33
34 **Alternates**
35 David L. Mapes, DDS
36 106 Honeycomb Drive, Unit C
37 Boerne, TX 78006
38
39 Demarcio L. Reed, DMD, FAGD
40 100 First Street, Apt. 117
41 Rockville, MD 20851
42
43 Melissa Tucker, DDS, FAGD
44 1337 NW Still Water Trail
45 Lawton, OK 73507-5053
46

47 Justin L. Rogers, DMD, FAGD
48 13513 Moonlight Trail Drive
49 Silver Spring, MD 20906-6701
50
51 **REGION 18**
52 **Texas**
53 ***Delegates***
54 Dean N. Armstrong, DDS, MAGD
55 3512 Farwell Drive
56 Amarillo, TX 79109-4038
57
58 Douglas W. Bogan, DDS, FAGD
59 791 Town and Country Boulevard
60 Suite 222
61 Houston, TX 77024-3978
62
63 Jennifer J. Bone, DDS, MAGD
64 710 Hill Country Drive, Suite 1
65 Kerrville, TX 78028-6168
66
67 Ben A. Bratcher, DDS, MAGD
68 240 E. Highway 243
69 Canton, TX 75103-2315
70
71 Ralph A. Cooley, DDS, FAGD
72 7500 Cambridge Street, Suite 5330
73 UT Health School of Dentistry
74 Houston, TX 77054-2032
75
76 Brooke Elmore, DDS, FAGD
77 713 Chatham Road
78 Belton, TX 76513-6707
79
80 Jeffrey B. Geno, DDS, MAGD
81 6011 W. Main Street. Suite A101
82 League City, TX 77573-6953
83
84 Alex Gonzalez, DDS, MAGD
85 10965 Ben Crenshaw Drive
86 Building 4B
87 El Paso, TX 79935-3021
88
89 Melissa Lent Brown, DDS, FAGD
90 5422 Judalon Lane
91 Houston, TX 77056-7225
92

- 1 Hanna E. Lindskog, DDS, FAGD
2 1120 W. Temple Street
3 Houston, TX 77009-5240
4
5 Anne C. Lyon, DDS, FAGD
6 7002 Manchaca Road
7 Austin, TX 78745-5352
8
9 Christina Meiners, DDS
10 140 Merry Trail
11 San Antonio, TX 78232-1329
12
13 Bryan T. Moore, DDS
14 800 Timberwood Lane
15 Fairview, TX 75069-9181
16
17 Sarah Tovar, DDS, FAGD
18 23526 Edens Canyon
19 San Antonio, TX 78255
20
21 Marc J. Worob, DDS, FAGD
22 11623 Angus Road, Suite 16
23 Austin, TX 78759-4041
24
25 *Alternates*
26 Dan P. McCauley, DDS, FAGD
27 1603 N. Jefferson Avenue
28 Mount Pleasant, TX 75455-2329
29
30 Akshay Thusu, DDS
31 5919 Seneca Drive
32 San Antonio, TX 78238-2344
33
34 David M. Tillman, DDS, MAGD
35 747 8th Avenue, Suite C
36 Ft. Worth, TX 76104-2503
37
38 **REGION 19**
39 **Alabama, Georgia, North Carolina, South**
40 **Carolina**
41 *Delegates*
42 Gordon R. Isbell, IV, DMD
43 241 S. 4th Street
44 Gadsden, AL 35901-4213
45
46 Derrick D. Mendez, DMD
47 146 County Road 80
48 Clanton, AL 35045-8041
49
50 Gary L. Myers, DMD, MAGD
51 531 Creekview Circle
52 Birmingham, AL 35226-3417
53
54 John P. Gale, DMD
55 3380 Old Jefferson Road
56 Athens, GA 30607-1480
57
58 Kenneth A. Gilbert, DDS, FAGD
59 1275 McConnell Drive, Suite G
60 Decatur, GA 30033-3505
61
62 Ricky Lane, DDS, MAGD
63 1066 Bermuda Run
64 Statesboro, GA 30458-0858
65
66 Amit P. Patel, DMD
67 1874 Chamdun Place
68 Atlanta, GA 30341-1767
69
70 Erin H. Pickwick, DMD
71 2023 Georgia Highway 20, Suite 203
72 Grayson, GA 30017
73
74 M. Usman Sajid, DDS
75 3301 Vintage Circle SE
76 Smyrna, GA 30080-4596
77
78 Woodson B. Bolinger, DDS, FAGD
79 101 N. Main Street
80 Weaverville, NC 28787-8444
81
82 Tracy D. Johnson, DDS
83 Dowd Family Dentistry
84 309 McArthur Road
85 Fayetteville, NC 28311-6921
86
87 Cammie T. Morris, DDS
88 126 SE 3rd Street
89 Oak Island, NC 28465-6701
90

1 Alex P. Pence, DDS, FAGD
2 46 Buckhorn Gap Road
3 Candler, NC 28715
4
5 Theodore M. Roberson, II
6 340 Dabney Drive
7 Henderson, NC 27536-4036
8
9 Callan D. White, DDS
10 1011 Tunnel Road, Suite 140
11 Asheville, NC 28805-2059
12
13 William A. Burn, DMD, MAGD
14 P.O. Box 2117
15 Irmo, SC 29063-7117
16
17 Rocky L. Napier, DMD
18 143 Trafalgar Street SW
19 Aiken, SC 29801-3760
20
21 Ronald S. Wilson, DMD
22 140 Mall Connector Road
23 Greenville, SC 29607-3582
24
25 *Alternates*
26 William E. Chesser, DMD, MAGD
27 5002 Woodland Forrest Drive
28 Tuscaloosa, AL 35405
29
30 Kim E. Stiegler, DMD, MAGD
31 1151 Hillcrest Road, Suite A
32 Mobile, AL 36695-3907
33
34 Phillip H. Durden, DMD, MAGD
35 104 Moores Grove Road
36 Winterville, GA 30683-1506
37
38 Suvidha Sachdeva, DDS
39 470 Wembley Circle
40 Sandy Springs, GA 30328-6754
41
42 Jennifer S. Bell, DDS, FAGD
43 5245 Sunset Lake Road
44 Holly Springs, NC 27540-3793
45

46 W. Carter Brown, DMD, FAGD
47 1422 S. Jetties Court
48 Mount Pleasant, SC 29466-7993
49
50 Scott R. Cayouette, DMD, FAGD
51 1040 Savannah Highway
52 Charleston, SC 29407-7804
53
54 Christopher T. Griffin, DMD, FAGD
55 150 Cambridge Avenue W
56 Greenwood, SC 29646-2234
57
58 **REGION 20**
59 **Florida, Puerto Rico**
60 *Delegates*
61 John V. Gammichia, DMD, FAGD
62 450 Errol Pkwy
63 Apopka, FL 32712-2627
64
65 Harvey P. Gordon, DDS, MAGD
66 4949 SW 33rd Way
67 Fort Lauderdale, FL 33312-7927
68
69 Toni-Anne Gordon, DMD
70 11250 Point Sylvan Circle, Apt. H
71 Orlando, FL 32825
72
73 Laurence A. Grayhills, DMD, MAGD
74 250 Professional Way
75 Wellington, FL 33414-6391
76
77 Naresh A. Kalra, DDS
78 3306 W. Kennedy Boulevard
79 Tampa, FL 33609-2904
80
81 Andrew P. Martin, DMD, MAGD
82 11626 SW 6th Lane
83 Gainesville, FL 32607-1139
84
85 Douglas L. Massingill, DDS, MAGD,
86 ABGD
87 104 Overoaks Pl
88 Sanford, FL 32771-7118
89
90

1 Ray A. Morse, DMD, MAGD
2 227 Southwood Drive
3 Panama City, FL 32405-4905
4
5 Merlin P. Ohmer, DDS, MAGD
6 1126 1st Street N, #201
7 Jacksonville Beach, FL 32250
8
9 Bipin J. Sheth, DDS, MAGD
10 5239 Coconut Creek Parkway
11 Margate, FL 33063-3964
12
13 Aldo L. Miranda-Collazo, DMD
14 Hyde Park
15 249 Calle Las Marias
16 San Juan, PR 00927-4224
17
18 **Alternates**
19 Tomas J. Ballesteros, III, DMD, MAGD
20 P.O. Box 121187
21 Clermont, FL 34712-1187
22
23 Robert D. Gehrig, DMD, FAGD
24 2902 Serenity Cir S Ste B
25 Fort Pierce, FL 34981-5055
26 UNITED STATES
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28 Linda G. Trotter, DMD, FAGD
29 4247 Stacey Road E
30 Jacksonville, FL 32250-2100
31
32 **Student Delegates**
33 Ms. Hannah W. Benn
34 3 Sherman Avenue
35 Summit, NJ 07901-1926
36
37 Mr. Kevin S. Lin
38 4722 S. Balveine Place
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41 **Student Alternates**
42 Ms. Diana Huynh
43 3316 40th Street
44 Metairie, LA 70001
45
46 Mr. Trent E. Finley
47 4702 N. Flintridge Road
48 Kansas City, MO 64150-1154
49
50



Constituent Presidents and Executives

REGION 1 (Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont)

6 Eric J. Levine, DMD, FAGD
7 President – Connecticut
8 Office: 860.677.7007
9 Email: ejldmd@gmail.com
10 Start Date: 1/1/2003
11 End Date: 3/31/2019
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13 Daniel L. Steinke, DDS, MAGD
14 President – Maine
15 Office: 207.564.3455
16 Email: dansteinkedds@aol.com
17 Start Date: 3/4/2017
18 End Date: 3/4/2019
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20 Courtney L. Brady, DMD
21 President – Massachusetts
22 Office: 978.369.2062
23 Email: courtney.brady@gmail.com
24 Start Date: 6/1/2016
25 End Date: 11/5/2018
26

27 Anne B. Filler, DMD, MAGD
28 President – New Hampshire
29 Office: 603.898.2072
30 Email: abfiller@gmail.com
31 Start Date: 1/1/2003
32 End Date: 2/1/2020
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34 H. Michael Sefranek, DMD, MAGD
35 President – Rhode Island
36 Office: 401.247.1777
37 Email: mike@smilesdr.com
38 Start Date: 1/5/2017
39 End Date: 1/5/2019
40
41 Joyce A. Hottenstein, DMD, FAGD
42 President – Vermont
43 Office: 802.775.0986
44 Email: joyce@allenponddental.com
45 Start Date: 8/15/2017
46 End Date: 8/14/2019

REGION 2 (New York)

47
48 Ms. Paula Bostick
49 Executive Director – New York
50 Office: 718.747.3353
51 Email: paulaj@nysagd.org
52 Start Date: 10/6/2011
53 End Date: 1/20/2019
54

55 Brian R. Ciporin, DDS, FAGD
56 President – New York
57 Office: 718.497.4585
58 Email: dr.brianrc@gmail.com
59 Start Date: 1/22/2018
60 End Date: 1/20/2019

REGION 3 (Pennsylvania)

61
62 Steve Neidlinger, CAE
63 Executive Director – Pennsylvania
64 Office: 717.737.4682
65 Email: steve@pennagd.org
66 Start Date: 1/1/2017
67 End Date: 12/31/2019

68 Ann L. Hunsicker, DMD, MAGD
69 President – Pennsylvania
70 Email: annhun@mac.com
71 Start Date: 5/1/2018
72 End Date: 4/30/2019

1
2 Ms. Tricia Tyndorf
3 Executive Secretary – New Jersey
4 Office: 908.370.9355
5 Email: njagdsecretary@gmail.com
6 Start Date: 1/1/2018
7 End Date: 12/31/2020

REGION 4 (New Jersey)
8 Murtuza Jaffari, DDS
9 President – New Jersey
10 Office: 856.467.4677
11 Email: mjaffari@gmail.com
12 Start Date: 5/18/2018
13 End Date: 5/31/2019

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15 **REGION 5 (Delaware, District of Columbia, Maryland, Virginia)**

16 Nicholas J. Russo, DMD
17 President – Delaware
18 Office: 302.652.3775
19 Email: baldialdi@aol.com
20 Start Date: 7/1/2017
21 End Date: 4/30/2019
22
29 Ms. Connie Lynch
30 Executive Secretary – Maryland
31 Office: 410.982.9195
32 Email: contact@maryland-agd.org
33 Start Date: 7/2/2015
34 End Date: 10/31/2019

23 Sheila M. Samaddar, DDS
24 President – District of Columbia
25 Email:
26 drsamaddar@southcapitolmilecenter.com
27 Start Date: 10/1/2017
28 End Date: 10/1/2019

35 Charles A. Doring, DDS, MAGD
36 Executive Director – Maryland
37 Office: 301.881.7646
38 Email: cdoring@comcast.net
39 Start Date: 11/1/2017
40 End Date: 10/31/2018

41
42 Emma Galvan, DDS
43 President – Maryland
44 Office: 410.252.3717
45 Email: egalvands@gmail.com
46 Start Date: 11/1/2017
47 End Date: 11/4/2018
48

49 Ms. Karen Haddon
50 Executive Director – Virginia
51 Office: 804.320.8803
52 Email: VirginiaAGD@gmail.com
53 Start Date: 1/1/2014
54 End Date: 12/31/2018

55 Sarah Kandrak Wilson, DDS
56 President – Virginia
57 Office: 540.342.7865
58 Email: skandrak@gmail.com
59 Start Date: 11/3/2017
60 End Date: 11/30/2018
61

62 **REGION 6 (Kentucky, Missouri, Tennessee, West Virginia)**

63 Ms. Maegan Bennett
64 Executive Secretary – Kentucky
65 Office: 270.401.3928
66 Email: agdkentucky@gmail.com
67 Start Date: 11/01/2013
68 End Date: 10/31/2018

69 Mark A. Moats, DMD, MAGD
70 President – Kentucky
71 Office: 270.826.2677
72 Email: drmoats@twc.com
73 Start Date: 11/1/2016
74 End Date: 10/31/2018

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1
2 Ms. Lacy Dear
3 Executive Secretary – Missouri
4 Email: missouri.agd1@gmail.com
5 Start Date: 8/1/2015
6 End Date: 7/16/2019
7

14
15 Jian Huang, DDS, BMS, MAGD
16 President – Tennessee
17 Office: 615.297.8470
18 Email: jjhuangdds@gmail.com
19 Start Date: 8/1/2017
20 End Date: 8/1/2020
21

28 Steven A. Ghareeb, DDS, FAGD
29 President – West Virginia
30 Office: 304.744.3333
31 Email: sstevenamos@aol.com
32 Start Date: 3/1/2011
33 End Date: 2/28/2019
34

35
36 Ms. Shannon Gossett-Webb
37 Executive Secretary – Indiana
38 Office: 317.979.8636
39 Email: indianaagd@yahoo.com
40 Start Date: 1/1/2007
41 End Date: 12/30/2020
42
43 Walter C. Brown, III, DDS
44 President – Indiana
45 Office: 765.453.9040
46 Email: wcbrown22@gmail.com
47 Start Date: 7/17/2018
48 End Date: 7/17/2020
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64 Ms. Jana West
65 Executive Secretary – Illinois
66 Office: 217.617.7337
67 Email: agd4illinois@gmail.com
68 Start Date: 1/16/2018
69 End Date: 1/15/2021
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8 Philip Batson, DDS
9 President – Missouri
10 Office: 573.875.7071
11 Email: philipbatson@gmail.com
12 Start Date: 7/17/2016
13 End Date: 7/16/2019

22 Ms. Tammy Cavender
23 Executive Secretary – West Virginia
24 Office: 304.755.3931
25 Email: tammy@ghareebdental.com
26 Start Date: 3/1/2011
27 End Date: 2/28/2019

REGION 7 (Indiana, Ohio)

50 Ms. Heidi Drollinger
51 Executive Secretary – Ohio
52 Email: ghdroll@aol.com
53 Start Date: 1/1/2003
54 End Date: 9/30/2019
55
56 Aparna Sadineni, DDS, MAGD
57 President – Ohio
58 Office: 614.766.5600
59 Email: aparna@dublinmetro dental.com
60 Start Date: 9/13/2018
61 End Date: 9/12/2020
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REGION 8 (Illinois)

71 Charles F. Martello, DDS, MAGD
72 President – Illinois
73 Office: 815.469.9119
74 Email: charlesmartell@comcast.net
75 Start Date: 3/19/2018
76 End Date: 12/31/2018

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REGION 9 (Michigan, Wisconsin)

J. Michael Owen, DDS, FAGD
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Start Date: 3/10/2018
End Date: 3/10/2019

Louis C. Boryc, DDS, FAGD
President – Wisconsin
Email: louis.boryc@marquette.edu
Start Date: 1/20/2017
End Date: 1/20/2019

REGION 10 (Iowa, Minnesota, Nebraska, North Dakota, South Dakota)

Ms. Julie Berger
Regional Executive Director
Executive Director – Nebraska
Email: julieberger50@gmail.com
Start Date: 1/1/2003
End Date: 6/7/2020

Dona W. Prince, DDS, MAGD
President – Iowa
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Start Date: 3/2/2018
End Date: 3/2/2019

John J. Keller, DDS, MAGD
President – Minnesota
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Matthew R. Serbousek, DMD
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End Date: 6/7/2020

Bradley J. Anderson, DDS, FAGD
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Start Date: 8/1/2017
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Ms. Brenda Goeden
Executive Secretary – South Dakota
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Start Date: 10/1/2005
End Date: 9/30/2019

REGION 11 (Alaska, Idaho, Montana, Oregon, Washington)

Mrs. Valerie Bartoli, CDA
Regional Executive Director
Executive Director – Washington
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Ghazal A. Ringler, DMD
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End Date: 12/31/2018

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2 Ms. Alessa Bieker
3 Executive Director – Idaho AGD
4 Office: 208.340.4207
5 Email: idahoagdcoordinator@gmail.com
6 Start Date: 4/10/2015
7 End Date: 12/31/2018

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15 Leslie A. Hayes, DDS, MAGD
16 President – Montana
17 Office: 406.586.0622
18 Email: blumun@prodigy.net
19 Start Date: 7/1/2014
20 End Date: 6/30/2022

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28 William C. Jordan, DMD, MAGD
29 President – Oregon
30 Office: 503.692.6535
31 Email: drjordan92@gmail.com
32 Start Date: 1/18/2018
33 End Date: 1/17/2021

9 Russell R. Jensen, DMD
10 President – Idaho
11 Office: 208.853.2221
12 Email: russjensen56@yahoo.com
13 Start Date: 1/1/2018
14 End Date: 12/31/2019

22 Ms. Laura Seuryck
23 Executive Director – Oregon
24 Office: 503.228.6266
25 Email: laura@oragd.org
26 Start Date: 10/26/2012
27 End Date: 10/11/2019

34 Teresa K. Kang, DDS
35 President – Washington
36 Email: tkangdds@comcast.net
37 Start Date: 10/1/2017
38 End Date: 9/30/2019

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40 **REGION 12 (Arkansas, Kansas, Louisiana, Mississippi, Oklahoma)**

41 Carl S. Plyler, DDS, FAGD
42 President – Arkansas
43 Office: 870.356.3920
44 Email: cjplyler@windstream.net
45 Start Date: 5/1/2016
46 End Date: 4/30/2019

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54 Ms. Brenda Descant
55 Executive Director – Louisiana
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58 Start Date: 1/1/2003
59 End Date: 12/31/2019

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67 Frank L. Conaway, DMD, MAGD
68 President – Mississippi
69 Office: 228.467.4670
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71 Start Date: 7/1/2017
72 End Date: 7/30/2019

48 Mark H. Armfield, DDS
49 President – Kansas
50 Office: 316.775.5451
51 Email: markarmfield11@gmail.com
52 Start Date: 2/1/2018
53 End Date: 2/28/2019

61 Jeffrey R. Richardson, DDS
62 President – Louisiana
63 Office: 504.301.3590
64 Email: jrich37@gmail.com
65 Start Date: 1/1/2018
66 End Date: 12/31/2018

74 Ms. Robin Jones
75 Executive Director – Oklahoma
76 Office: 918.223.5587
77 Email: robingailjones@gmail.com
78 Start Date: 8/22/2014
79 End Date: 1/31/2020

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1 Erin M. Sexson, DDS
2 President – Oklahoma
3 Office: 405.416.1810
4 Email: erinmccalldds@gmail.com
5 Start Date: 4/24/2017
6 End Date: 1/31/2020

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REGION 13 (California)

9 Mrs. Terri Iwamoto-Wong	16 Kirk M. Hobock, DDS, MAGD
10 Executive Director – California	17 President – California
11 Office: 877.408.0738	18 Office: 949.493.6006
12 Email: terri@cagd.com	19 Email: capodontal@gmail.com
13 Start Date: 8/26/2015	20 Start Date: 1/27/2018
14 End Date: 1/26/2019	21 End Date: 1/26/2019

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23 **REGION 14 (Arizona, Colorado, Hawaii, Nevada, New Mexico, Utah, Wyoming)**

24 Ronald D. Giordan, DDS, MAGD	31 Dana E. Onet, DDS
25 Regional Executive Director	32 President – Arizona
26 Executive Director – Arizona	33 Office: 818.445.8937
27 Office: 602.828.0248	34 Email: danaonet@msn.com
28 Email: rgiord@midwestern.edu	35 Start Date: 4/1/2017
29 Start Date: 1/1/2007	36 End Date: 4/30/2019
30 End Date: 4/30/2019	

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39 Dennis L. Burgner, DDS, MAGD	45 Summer A.M.R. Kleidosty, DMD
40 President – Colorado	46 President – Nevada
41 Office: 720.870.9500	47 Office: 702.774.2400
42 Email: zoomdoc@yahoo.com	48 Email: summerkleidosty@gmail.com
43 Start Date: 8/2/2015	49 Start Date: 1/1/2017
44 End Date: 8/1/2019	50 End Date: 1/1/2019

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52 Stephen E. Hubbert, DDS, MAGD	58 President – Utah
53 President – New Mexico	59 Office: 435.787.8207
54 Email: sehubbertse@gmail.com	60 Email: ph.cv.ut@gmail.com
55 Start Date: 8/1/2007	61 Start Date: 10/1/2017
56 End Date: 11/1/2018	62 End Date: 10/1/2018

57 Paul E. Harris, DDS

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64 Britton Marsh, DDS
65 President – Wyoming
66 Office: 307.532.4448
67 Email: marsh.britt@gmail.com
68 Start Date: 7/1/2017
69 End Date: 7/1/2019

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1 **REGION 15-16 (Alberta, Atlantic Provinces, British Columbia, Ontario, Quebec)**

2 Kenneth V. MacDonald, DDS	8 Rudy Wassenaar, DMD, MAGD
3 President – Atlantic Provinces	9 President – British Columbia
4 Office: 506.466.3208	10 Office: 250.398.8411
5 Email: kvmacd@nbnet.nb.ca	11 Email: rudywa@shaw.ca
6 Start Date: 11/29/2004	12 Start Date: 6/5/2017
7 End Date: 11/26/2018	13 End Date: 12/31/2018

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15 Amit Kaput, CPA, CFA	21 Frank C. Infusini, DDS, FAGD
16 Executive Director – Ontario	22 President – Ontario
17 Email: akapur448@gmail.com	23 Office: 416.781.8777
18 Start Date: 9/1/2017	24 Email: frankcosmo@bell.net
19 End Date: 12/31/2019	25 Start Date: 12/8/2017
20	26 End Date: 12/7/2019

27 Bashar Shagoury, DDS, MAGD

28 President – Quebec

29 Office: 514.733.8160

30 Email: bshagoury@videotron.ca

31 Start Date: 1/1/2011

32 End Date: 8/31/2019

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34 **REGION 17 (Air Force, Army, Navy, Public Health, Veterans Administration)**

35 John W. Klish, DDS, FAGD, ABGD	41 Dragos Stefan-Dogar, DDS, FAGD, ABGD
36 Regional Executive Director – Federal Services	42 President – Air Force
37 Email: klishdds@comcast.net	43 Email: Drdragos@gmail.com
38 Start Date: 1/1/2003	44 Start Date: 11/30/2017
39 End Date: 7/1/2020	45 End Date: 11/30/2019

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47 Demarcio L. Reed, DMD, FAGD	53 Thu N. Luu, DMD, FAGD, ABGD
48 President – Army	54 President – Navy
49 Email: demarcioreed@yahoo.com	55 Email: toothfairy.tlc@gmail.com
50 Start Date: 11/6/2017	56 Start Date: 6/7/2018
51 End Date: 11/5/2019	57 End Date: 6/6/2020

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58 Li-Kuei G. Hung, DDS, FAGD	64 Juan A. Villafane-Hernandez, DMD
59 President – Public Health	65 President – Veterans Administration
60 Office: 860.701.6735	66 Email: javillafanedmd@gmail.com
61 Email: li-kuei@outlook.com	67 Start Date: 7/16/2017
62 Start Date: 6/11/2018	68 End Date: 7/31/2019
63 End Date: 6/30/2020	

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70 **REGION 18 (Texas)**

71 Ms. Francine Johannesen	77
72 Executive Director – Texas	78 Jeffrey B. Geno, DDS, MAGD
73 Office: 512.371.7144	79 President – Texas
74 Email: francine@tagd.org	80 Office: 281.338.6559
75 Start Date: 11/4/2014	81 Email: jbgeno1@sbcglobal.net
76 End Date: 9/30/2018	82 Start Date: 10/1/2017

1 End Date: 9/30/2018

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3

REGION 19 (Alabama, Georgia, North Carolina, South Carolina)

4 Gary L. Myers, DMD, MAGD
5 Executive Director – Alabama
6 Email: gmyers7472@gmail.com
7 Start Date: 12/18/2015
8 End Date: 2/5/2019
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10 Derrick D. Mendez, DMD
11 President – Alabama
12 Office: 205.665.2723
13 Email: derrickmendez@gmail.com
14 Start Date: 2/5/2018
15 End Date: 2/5/2019

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17 Mr. Travis Lindley
18 Executive Director – Georgia
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20 Email: travis@associationstrategygroup.us
21 Start Date: 8/1/2018
22 End Date: 7/31/2021

23 Kenneth A. Gilbert, DDS, FAGD
24 President – Georgia
25 Office: 404.325.7664
26 Email: drkagilbert@gmail.com
27 Start Date: 7/17/2016
28 End Date: 11/30/2018

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30 Mr. Devin Krecl
31 Executive Director – North Carolina
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33 Email: devin@associationstrategygroup.us
34 Start Date: 8/1/2018
35 End Date: 7/31/2021
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37 Cammie T. Morris, DDS
38 President – North Carolina
39 Office: 910.755.7645
40 Email: cammiemorrisdds@gmail.com
41 Start Date: 2/4/2017
42 End Date: 2/3/2019

43 Ms. Evelyn Horne
44 Executive Director – South Carolina
45 Email: evelyn@ehorneandassociates.com
46 Start Date: 1/21/2014
47 End Date: 9/30/2020
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49 Rocky L. Napier, DMD
50 President – South Carolina
51 Office: 803.641.1000
52 Email: DRROCKY@aol.com
53 Start Date: 5/1/2017
54 End Date: 9/30/2018

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56

REGION 20 (Florida, Puerto Rico, Virgin Island)

57 Ms. Patricia Jenkins
58 Executive Director – Florida
59 Office: 386.503.0228
60 Email: flagdinfo@gmail.com
61 Start Date: 12/1/2017
62 End Date: 11/30/2020
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70 Aldo L. Miranda-Collazo, DMD
71 President – Puerto Rico
72 Office: 787.751.5090
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74 Start Date: 2/29/2008
75 End Date: 2/28/2019

64 Merlin P. Ohmer, DDS, MAGD
65 President – Florida
66 Office: 904.829.2032
67 Email: mpohmer@aol.com
68 Start Date: 6/22/2018
69 End Date: 6/21/2019

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1 Parliamentary Procedures At-A-Glance

American Institute of Parliamentarians Standard Code of Parliamentary Procedure

Order of precedence ¹	BASIC RULES				GOVERNING MOTIONS			
	Can interrupt?	Requires a second?	Debatable?	Amendable?	Vote Required	Applies to what other motions?	Can have what other motions applied to it?	Renewable?
PRIVILEGED MOTIONS								
1. Adjourn	No	Yes	Yes ²	Yes ²	Majority	None	Amend, close debate, limit debate	Yes
2. Recess	No	Yes	Yes ²	Yes ²	Majority	None	Amend, close debate, limit debate	Yes ⁶
3. Question of privilege	Yes	No	No	No	None	None	None	Yes
SUBSIDIARY MOTIONS								
4. Table	No	Yes	No	No	2/3	Main motion	None	No
5. Close debate	No	Yes	No	No	2/3	Debatable motions	None	Yes
6. Limit or Extend debate	No	Yes	Yes ²	Yes ²	2/3	Debatable motions	Amend, close debate	Yes ⁶
7. Postpone to a certain time	No	Yes	Yes ²	Yes ²	Majority	Main motion	Amend, close debate, limit debate	Yes ⁶
8. Refer to a committee	No	Yes	Yes ²	Yes ²	Majority	Main motion	Amend, close debate, limit debate	Yes ⁶
9. Amend	No	Yes	Yes ²	Yes	Majority	Rewordable motions	Amend, close debate, limit debate	No ⁶
MAIN MOTIONS								
10.a. The main motion	No	Yes	Yes	Yes	Majority	None	Subsidiary	No
b. Specific main motions								
Adopt in-lieu-of	No	Yes	Yes	Yes	Majority	None	Subsidiary	No
Amend a previous action	No	Yes	Yes	Yes	Same Vote	Adopted main motion	Subsidiary	No
Ratify	No	Yes	Yes	Yes	Same Vote	Adopted main motion	Subsidiary	No
Recall from committee	No	Yes	Yes ²	No	Majority	Referred main motion	Close debate, limit debate	No
Reconsider	Yes ⁴	Yes	Yes ²	No	Majority	Vote on main motion	Close debate, limit debate	No
Rescind	No	Yes	Yes	No	Same Vote	Adopted main motion	Subsidiary, except amend	No
INCIDENTAL MOTIONS								
No order of precedence	Can interrupt?	Requires a second?	Debatable?	Amendable?	Vote Required	Applies to what other motions?	Can have what other motions applied to it?	Renewable?
MOTIONS								
Appeal	Yes	Yes	Yes	No	Majority ⁷	Ruling of chair	Close debate, limit debate	No
Suspend the rules	No	Yes	No	No	2/3	Procedural rules	None	Yes
Consider informally	No	Yes	No	No	Majority	Main motion or subject	None	Yes
REQUESTS								
Point of order	Yes	No	No	No	None	Procedural error	None	No
Inquiries	Yes	No	No	No	None	All motions	None	No
Withdraw a motion	Yes	No	No	No	None ⁸	All motions	None	No
Division of question	No	No	No	No	None ⁸	Main motion	None	No
Division of assembly	Yes	No	No	No	None ⁸	Indecisive vote	None	No

¹Motions are in order only if no motion higher on the list is pending. Thus if a motion to close debate is pending, a motion to amend would be out of order, but a motion to recess would be in order, since it outranks the pending motion.

²Restricted.

³Is not debatable when applied to an undebatable motion.

⁴A member may interrupt the proceedings but not a speaker.

⁵Withdraw may be applied to all motions

⁶Renewable at the discretion of the presiding officer.

⁷A tie or majority vote sustains the ruling of the presiding officer; a majority vote in the negative reverses the ruling.

⁸If decided by the assembly, by motion, requires a majority vote to adopt.

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ACADEMY OF GENERAL DENTISTRY CODE OF CONDUCT FORM

The Code of Conduct is a statement of the Academy of General Dentistry’s (AGD) values and professional standards. The AGD requires its employees, volunteers and Board members to adhere to the Code of Conduct.

Through the Code of Conduct, the following principles are endorsed:

- We comply with all applicable laws, regulations, and AGD policies.
- We make decisions and acts that are proper, in terms of our own sense of integrity and how they might appear to others.
- We are honest, trustworthy, and fair in all of our actions and relationships with, and on behalf of the AGD.
- We maintain honest and accurate financial records that are maintained honestly, accurately, and in accordance with generally acceptable accounting principles (GAAP).
- We avoid situations in which our individual personal financial interests conflict, may conflict, or may appear to conflict, with any interest of the AGD.
- We secure business for the AGD on the basis of an honest competitive market process.
- We maintain the appropriate level of confidentiality at all times with respect to information pertaining to members, suppliers, employees, or the AGD itself.
- We protect all of the AGD’s assets, including facilities and equipment, and help maintain their value to the AGD.
- We act professionally at all times.
- We contribute to the effectiveness of the Code of Conduct by notifying the Audit Committee if violations or suspected violations are observed.

- We treat each other as colleagues, respecting the skills and talents we each contribute.

Employees, volunteers and Board members must apply the principles of the Code of Conduct in all of their dealings and in every aspect of their employment by or trusteeship of the AGD. They must consider their actions in light of how they might be interpreted by others and whether they are behaving appropriately and performing in the best overall interests of the AGD. Compliance with the spirit as well as the letter of the Code of Conduct is vitally important.

The key rules to ensure effectiveness of the Code of Conduct are set forth below. More extensive direction to employees on how to interpret and apply the principles of the Code of Conduct is provided throughout the AGD's Employee Handbook, which is required reading for all employees.

Avoiding Conflicts of Interest

Initials

As an Academy of General Dentistry (AGD) employee, volunteer, Board member, or any other person working with the AGD in any capacity, you are expected to avoid conflicts of interest. This means you must avoid any situation *where a conflict could exist or appear to exist* between your personal financial or otherwise interests and those of the AGD. You must avoid any outside financial interest that might influence your decisions or actions on behalf of the AGD. While it is impractical to describe all situations that may create a conflict of interest, examples include personal or family interests in enterprises that do business with the AGD, except for minimal holdings of stock or other securities in publicly traded companies, including mutual funds. The AGD may purchase goods or services from an employee or from a business in which an employee, volunteer, Board member or close relative, friend, or neighbor of an employee, volunteer or Board member has any interest only when full disclosure is provided by the AGD employee, volunteer or Board member. A written waiver must first be granted by the Executive Director before said goods or services may be purchased. The Executive Director must obtain a waiver from the President of the AGD. When there are two or more vendors bidding for AGD business, and one or more of them have a potential conflict interest relating to an Academy employee volunteer or Board member, and in the case where bids are substantially equal, the bidder without the potential conflict of interest should receive the business.

Conducting business with vendors can pose ethical problems. Purchase of goods and services must not benefit you or your family in the form of kickbacks or rebates. These can take many forms and are not limited to direct cash payments or credits. A business courtesy is a gift or favor for which you pay nothing or less than fair market value. It may be a tangible or intangible benefit, including, but not limited to, such items as non-monetary gifts, meals, drinks, entertainment, hospitality, recreation, door prizes, transportation, discounts, tickets, passes, promotional items or use of a giver's name, time, materials or equipment.

Under no circumstances may you accept gifts of money including, but not limited to salary, or other payments for services, i.e., consulting fees, honoraria, equity interest, property rights, including patents, copyrights and royalties from such rights. You may not solicit non-monetary gifts, gratuities or any other personal benefit or favor of any kind from vendors. You and

1 members of your immediate family may accept unsolicited, non-monetary, infrequent business
2 courtesies from someone doing or seeking to do business with the AGD *only if it is of nominal*
3 *value, i.e., a face value of less than \$500 (cumulative for the year).*
4

5 AGD employees, volunteers or Board member may not encourage or solicit entertainment from
6 any company or individual with whom the AGD does business. From time to time, AGD
7 employees, volunteers or Board members may accept entertainment, but only if it is reasonable,
8 occurs infrequently and does not involve lavish expenditures. Accepting entertainment intended
9 to gain favor or influence must be avoided. AGD employees, volunteers or Board member
10 should also not be influenced by the special interests of individual members.
11

12 Agreements with agents or consultants must be in writing on AGD letterhead. Such agreements
13 must clearly set forth the services to be performed, the basis for earning the commission or fee
14 involved, and the rate or fee. All such agreements must be reviewed by the proper authority (the
15 Executive Director) prior to execution. Any payments must be reasonable in amount, not
16 excessive in light of the practice in the trade, and commensurate with the value of the services
17 rendered.
18

19 AGD employees, volunteers and Board member will acknowledge receipt and understanding of
20 this policy. At the same time they will disclose any existing or potential conflict of interests
21 which would include any gifts or entertainment that exceeds \$500 (*cumulative for the year*).
22 Annually, they must renew this understanding and disclosure. Any conflicts will be reviewed by
23 the Audit Committee.
24

25 All employees, volunteers and Board member must report any actual or suspected exceptions to
26 the Executive Director. If you encounter a situation in which a possible conflict of interest may
27 be involved, talk to the Executive Director before you take any action.
28

29 No AGD officer, Board member, Regional Director, Council or Committee member or any other
30 leader may refer to his or her AGD title or leadership status in conjunction with any advertising,
31 promotion, solicitation or marketing for any other for-profit or non-profit entity(s) or its product
32 or services unless specifically authorized to do so in writing by the Board. Affected leaders may
33 refer to their AGD leadership position in the context of a resume or biographical statement
34 without violation of this policy.
35

36 In answering the following questions, please include all relevant information occurring during
37 the year.
38

39 In the past year, have you or any family member received any business courtesies (excluding
40 business courtesies up to \$500 value per payer (*cumulative for the year*)) or monetary gifts of
41 any amount from people or companies doing business or seeking to do business with the AGD?
42

43 _____ **Yes** _____ **No**
44

1 If yes, specify the approximate date of receipt, person or company from which received, what
2 was received, and the recipient.

Date	Person or Company	Item Received	Recipient

13 I, _____, declare that I have no proprietary, financial or
14 other personal or professional interest of any nature or kind in any product, service and/or
15 company that will, or might, be considered a conflict of interest during my term as an
16 elected or appointed official of the AGD except the following:

17 _____
18 _____
19 _____

21 I, _____, belong to the following dental and/or
22 professional organizations:

Organization	Leadership Role (if any)

31 Should I acquire such an interest, subsequent to signing this document, I will promptly sign and file an
32 amended statement.

33 **Proper Use and Care of Confidential Information and Proper Record Keeping**

Initials

36 The AGD, while a not-for-profit organization, is still a business and operates as such. Sound
37 business practices mandate that an organization’s employees, volunteers and Board members,
38 while trusted, are made aware of principles regarding confidentiality.

39
40 Confidential information including position papers, Board member business, House of Delegates
41 business, etc. should not be disclosed to anyone other than people who are authorized to receive
42 such information. If confidential information is requested of you, either by another employee,
43 volunteer or Board member, or by someone outside the AGD, and you question your authority to
44 release the information, ask the Executive Director before providing it. When in doubt as to
45 whether certain information is or is not confidential, employees and volunteers should contact
46 their supervisor, the Executive Director or a member of the Board.

1
2 All entries employees, volunteers and Board members make to the financial records must be
3 accurate, in accordance with established accounting and record-keeping procedures and sound
4 accounting controls, and in compliance with document retention requirements.
5

Anti-Harassment and Anti-Discrimination

Initials

8 It has been and remains the policy of AGD to maintain a work environment where every
9 employee, volunteer and Board member is free from all forms of harassment and discrimination
10 based upon or related to race, color, sex, pregnancy, religion, national origin, ancestry, physical
11 or mental disability, age, sexual orientation, gender identity, marital status, veteran status,
12 military status, order of protection status, genetic information, and any other characteristic
13 protected by applicable law. This includes conduct that creates a hostile, intimidating, or
14 offensive work environment. AGD will not tolerate harassment of AGD employees, volunteers
15 or Board members by anyone, including any supervisor, co-worker, vendor, client, contractor,
16 member, or other regular visitor of AGD. Our policy prohibits not only conduct and language
17 that constitute unlawful harassment and discrimination as defined by the courts, but all
18 inappropriate behavior of this type.
19

Definition of Sexual Harassment:

Initials

22 “Sexual harassment” consists of unwelcome sexual advances, requests for sexual favors, and
23 other verbal or physical conduct of a sexual nature when made by any employee, volunteer or
24 Board member to another employee, volunteer or Board member where:
25 1. Submission to such conduct is made either explicitly or implicitly a term or condition
26 of a person’s employment;
27 2. Submission to or rejection of such conduct is used as the basis for any employment
28 decisions affecting such individual; or
29 3. Such conduct has the purpose or effect of substantially interfering with an
30 individual’s work performance or creating an intimidating, hostile or offensive
31 working environment.
32

Sexual harassment, as defined above, may include, but is not limited to:

Initials

35 1. Uninvited sex-oriented verbal “kidding” or demeaning sexual innuendoes, leers,
36 gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual
37 nature;
38 2. Graphic or suggestive comments about an individual’s dress or body;
39 3. Displaying sexually explicit objects, photographs, or drawings, including emails and
40 websites;
41 4. Unwelcome touching, such as patting, pinching, or intentional brushing against
42 another’s body; or
43 5. Suggesting or demanding sexual involvement of another employee whether or not
such suggestion or demand is accompanied by implicit or explicit threats concerning
one’s employment status or similar personal concerns.

Other Harassment

Initials

1
2 Other harassment prohibited by this policy includes inappropriate conduct in the workplace,
3 based upon an individual's race, color, religion, sex, pregnancy, national origin, age, mental or
4 physical disability, ancestry, sexual orientation, gender identity, veteran status, military status,
5 marital status, order of protection status, or any other protected category as defined by applicable
6 law that has the purpose or effect of interfering with an individual's work performance or
7 creating an intimidating, hostile, or offensive work environment.

8
9 The conduct forbidden by this policy specifically includes, but is not limited to: (a) epithets,
10 slurs, negative, stereotyping, or intimidating acts that are based on a person's protected status;
11 and (b) written or graphic material circulated within or posted within the workplace that shows
12 hostility toward a person or persons because of their protected status.

13
14 Harassment of any employee, volunteer, Board member, applicant, or third party is strictly
15 prohibited and will not be tolerated. All employees, volunteers and Board members are strictly
16 prohibited from engaging in such harassment. No supervisor or manager has the authority to
17 request or demand compliance with unwelcome or offensive conduct in return for any job
18 assignment, continued employment, compensation, promotion, or other term or condition of
19 employment, and supervisors and managers have no authority to retaliate against any individual
20 for failure or refusal to comply with such demands or requests. Any such demand or request,
21 and any such retaliation or attempted retaliation, constitutes a serious violation of this policy.

22
23 Keep in mind that an employee, volunteer or Board member may complain about harassment if
24 the employee, volunteer or Board member is subjected to consensual behavior between two or
25 more other employees, volunteers or Board members.

Complaint Procedure

Initials

29 Any individual who has a complaint about harassment by any employee, member, or other
30 person connected to an individual's employment at AGD should immediately bring the incident
31 to the attention of the head of Human Resources, and the AGD President when an AGD
32 volunteer is involved, or the Executive Director.

33
34 Every employee, volunteer and Board member is responsible for ensuring compliance with this
35 policy. Any supervisor who has been approached by an employee with a harassment complaint
36 must immediately contact the head of Human Resources, and the AGD President when an AGD
37 volunteer is involved, or the Executive Director to report the complaint.

38
39 Upon learning of an allegation of harassment, the head of Human Resources, and the AGD
40 President when an AGD volunteer is involved, shall promptly initiate an investigation. The
41 investigations should include, but not necessarily be limited to: 1) interviewing the alleged
42 victim, 2) interviewing the alleged harasser, and 3) interviewing all other witnesses, as feasible.
43 Confidentiality will be respected to the extent consistent with the need to conduct a fair,
44 complete, and responsive investigation.

Action After Investigation

Initials

4 AGD’s immediate goal is to take prompt remedial action to stop the discriminatory, harassing, or
5 offensive conduct if a violation of this policy is found. The second goal is to assure that the
6 violation will not recur. Even where a violation is not found, it may be appropriate to counsel
7 individuals regarding their behavior.
8

9 If a violation of this policy is found, discipline may be imposed ranging from a notation in the
10 individual’s personnel file up to and including termination, depending on the circumstances.
11 AGD considers violations of this policy to be extremely serious. Violations undermine the
12 AGD’s basic concept of fairness and can lead to legal and financial liability for the violator and
13 AGD.
14

15 The appropriate parties, as determined by the Executive Director and Audit Committee Chair,
16 will be informed of the results of the investigation. Legal obligations and constraints will guide
17 the determination of the appropriate parties.
18

No Retaliation

Initials

21 As noted already, any individual making a complaint or providing information relative to a
22 complaint will not be retaliated against, even if a complaint made in good faith is determined to
23 be unfounded. Retaliation will result in disciplinary action.
24

25 Our goal is to maintain a workplace free from any form of harassment, and AGD is committed to
26 doing everything reasonably possible to achieve this goal. Any employee who feels that he or she
27 has been the subject of retaliation or adverse or different treatment as a result of having
28 complained about prohibited discrimination or harassment, or having participated in an
29 investigation, should immediately bring the matter to AGD’s attention through the same
30 complaint procedure identified above.
31

Compliance with the Law

Initials

34 Employees, volunteers and Board members of the AGD must not participate in illegal or
35 criminal activity. Any employee who is being investigated or has been convicted of or pleaded
36 guilty to a felony must immediately report such information in writing to the head of Human
37 Resources who will then report to the Audit Committee.
38

39 Employees, volunteers and Board members must also respond to specific inquiries of the AGD’s
40 independent accounting firm. Employees, volunteers and Board members must protect the
41 AGD’s assets in whatever ways are appropriate to maintain their value to the AGD. Employees,
42 volunteers and Board members must take care to use facilities, furnishings, and equipment
43 properly and to avoid abusive, careless, and inappropriate behavior that may destroy, waste, or
44 cause the deterioration of AGD property.

Antitrust Compliance

Initials

4 AGD Board members, staff and meeting attendees must have a basic understanding of antitrust
 5 laws and how they apply to their activities. If they don't, the possibility of subjecting themselves,
 6 their employers, and the AGD to an antitrust investigation and prosecution is increased. The
 7 following is a list of subjects which shall not be discussed or be the subject of any type of
 8 agreement, whether formal or informal, express or implied, among competitors or potential
 9 competitors:

10

- 11 • Prices to be charged to patients or customers or by suppliers.
- 12 • Methods by which prices are determined.
- 13 • Division or allocation of markets or patients or customers.
- 14 • Coordination of bids or requests for bids.
- 15 • Terms and conditions of sale, including, for example, credit or discount terms, etc.
- 16 • Profit levels.
- 17 • Levels or schedules of production.
- 18 • Hindering the ability of non-members to compete.

19

20 Legally inappropriate informal meetings regarding official topics that take place in a social
 21 setting, are also prohibited.

22

Due Diligence

Initials

25 All employees, volunteers and Board members must exercise due diligence consistent with a
 26 duty of care that requires an individual to act:

27

- 28 • In good faith;
- 29 • With the care an ordinarily prudent person in a like position would exercise under similar
 30 circumstances;
- 31 • In a manner the individual reasonably believes to be in the organization's best interests.

32

33 Employees, volunteers and Board members should see to it that policies and procedures are in
 34 place to help them meet their duty of care. Such policies and procedures should ensure that each
 35 individual:

36

- 37 • Is familiar with the organization's activities and knows whether those activities promote the
 38 organization's mission and achieve its goals;
- 39 • Is fully informed about the organization's financial status;
- 40 • Has full and accurate information to make informed decisions; and
- 41 • Complies with the policies set forth by the AGD.

Initial

44

Fraud

1 All employees, volunteers and Board members are responsible for recognizing and reporting
2 fraud, falsification of records, or other irregularities. Fraud applies to any irregularity or
3 suspected irregularity related to AGD’s business and involving employees, volunteers, Board
4 members, vendors, or persons providing service or materials to the AGD.

5
6 Irregularities include, but are not limited to:

- 7
- 8 • Forgery or alteration of any document
- 9 • Impropriety in the handling or reporting of financial transactions
- 10 • False, fictitious, or misleading entries or reports
- 11 • False or misleading statements to those conducting investigation of irregularities
- 12

13 Employees, volunteers and Board members must immediately report any suspected irregularity
14 to the Chair of the Audit Committee. The AGD’s ability to investigate and remediate fraud
15 successfully depends on prompt and confidential reporting. If you suspect fraud, do not discuss
16 the matter with any of the individuals involved, do not attempt to investigate or determine facts
17 on your own, and do not discuss your suspicions with anyone unless specifically directed or
18 authorized to do so by a member of the investigations team.

19
20 Employees, volunteers and Board members must cooperate with any investigation and provide
21 accurate and truthful information. Employees, volunteers and Board members must not disclose
22 or discuss the fact that an investigation is being conducted or has been conducted, and must not
23 disclose the results of any investigation to anyone except those persons in the AGD or law
24 enforcement who need to know in order to perform their duties, or except as otherwise required
25 by law.

26 27 **Code of Conduct**

28
29 An audit of each Board member’s, Conflict of Interest Statement shall be accomplished by
30 Human Resource staff annually through the use of <https://openpaymentsdata.cms.gov/> with a
31 report presented to the President and copy to the Audit Committee. In addition, Human
32 Resource staff shall conduct a random audit of 10% of all other AGD leaders: Regional
33 Directors, Division Coordinators, Council and Committee members, and other workgroup
34 members.

35
36 All instances of apparent discrepancies will be forwarded to the Audit Committee for review.

37 38 **General Provisions**

- 39 1. All instances of apparent discrepancies will be forwarded to the Audit Committee for
40 review.
- 41 2. The Audit Committee will have three (3) weeks to review and adjudicate all referrals.
- 42 3. The Audit Committee will direct staff to send via registered mail, return receipt
43 requested, notice to any member whose disclosure has been adjudicated deficient.

1 4. All members so notified shall have two (2) weeks to remediate any deficiency or
2 otherwise notify the Audit Committee why the member believes the adjudication was in
3 error.

4 5. The Audit Committee shall transmit a report to the Board of all proceedings within one
5 (1) week of receipt of acknowledgement from the aforementioned member.
6

7 **Specific Provisions (Executive Committee member)**

8 1. Notice of any deficiency not remediated shall be transmitted to the next session of the
9 HOD for informational purposes and potential further action including, but not limited to
10 removal from office, consistent with Chapter VIII, Section 3 (E) of the Bylaws.
11

12 **Specific Provisions (Trustees and Regional Directors)**

13 1. Notice of any deficiency not remediated shall be transmitted along with the Audit
14 Committee's report to the member's Region which explains AGD's concern relative to
15 the conflict of interest policy.

16 2. It will be the province of the Region to take any further action.
17

18 **Specific Provisions (Division Coordinators, Council and Committee members, and members of
19 all other agencies)**

20 1. Notice of any deficiency not remediated, shall result in removal from said agency
21 consistent with the provisions of Chapter XIII, Section 1 (F)."
22

Volunteer Copyright and Confidentiality

Initials

25 The undersigned, in consideration of the opportunity to participate on an AGD
26 Council/Committee, accept the following terms.
27

28 I understand that I may create or contribute to original work for the AGD.
29

30 I hereby assign to AGD copyright in any and all work created by me as part of my participation
31 with the AGD Council/Committee ("Work").
32

33 I further represent and warrant that I am the sole author of any and all Work that I create.
34

35 Further, I understand and acknowledge that any and all information disclosed to me or which I
36 create as part of my participation with the AGD Council/Committee that is indicated as
37 confidential during the Council/Committee's meeting or in the minutes of the
38 Council/Committee's meeting shall be considered Confidential Information of the AGD. I
39 understand and acknowledge that I shall not disclose or cause to be disclosed any Confidential
40 Information without the express written permission of the AGD. I further understand and
41 acknowledge that disclosure of Confidential Information may cause irreparable harm to the
42 AGD, and that, therefore, the AGD reserves the right to pursue all remedies available to it in law
43 and equity.
44

Failure to Submit Signed Form

Initials

In order to ensure all forms are completed and signed, the following process will be utilized to follow-up with volunteers.

1. Forms will be distributed annually to all volunteers once the appointments are approved (council and committee members after the Spring Board meeting and RDs and Board members at the Annual Meeting).
2. A follow-up request will be posted to the respective LCC immediately following the initial distribution.
3. Two weeks after the initial distribution, an e-mail remainder will be sent to those who have not responded.
4. After one month, staff will call volunteers who have not responded.
5. Travel reimbursement will be withheld until a completed code of conduct form is received at AGD Headquarters.

I hereby acknowledge receipt of the Code of Conduct and understand that I am responsible for reading, understanding, and complying with it.

Signature: _____ **Date:** _____

Printed Name: _____

PLEASE RETURN THIS SIGNED FORM

Please return this form via fax to 312.335.3438.



2018 House of Delegates Seating Diagram

Dr. Maria Smith, Immediate Past President Dr. Roger Winland, Editor Dr. Mohamed Harunani, Treasurer Dr. Connie White, Vice President Dr. Neil Gajjar, President-Elect Dr. Manuel Cordero, President			Dr. Robert Roesch, Parliamentarian Dr. Bryan Edgar, Speaker of the House Ms. Jennifer Goler, Associate Director, Governance Mr. Max Moses, Executive Director Dr. Michael Lew, Secretary	
Dignitaries	10 Chairs	Row 1	Dignitaries, Past Presidents, CC Chairs	10 Chairs
Region 2	10 Chairs	Row 2	Region 13	10 Chairs
Region 2	5 Chairs	Row 3	Region 13	5 Chairs
Region 3	5 Chairs		Region 14	5 Chairs
Region 3	5 Chairs	Row 4	Region 14	9 Chairs
Region 4	5 Chairs			
Region 4	6 Chairs	Row 5	Region 15-16	10 Chairs
Region 5	4 Chairs			
Region 5	10 Chairs	Row 6	Region 15-16	4 Chairs
			Region 17	6 Chairs
Region 5	2 Chairs	Row 7	Region 17	7 Chairs
Region 6	8 Chairs		Region 18	3 Chairs
Region 6	2 Chairs	Row 8	Region 18	10 Chairs
Region 7	8 Chairs			
Region 7	1 Chair	Row 9	Region 18	5 Chairs
Region 8	9 Chairs		Region 19	5 Chairs
Region 8	2 Chairs	Row 10	Region 19	10 Chairs
Region 9	8 Chairs			
Region 9	3 Chairs	Row 11	Region 19	6 Chairs
Region 10	7 Chairs		Region 20	4 Chairs
Region 10	2 Chairs	Row 12	Region 20	9 Chairs
Region 1	8 Chairs		Region 11	1 Chair
Region 1	5 Chairs	Row 13	Region 11	10 Chairs
		Row 14	Region 11	5 Chairs
			Region 12	5 Chairs
		Row 15	Region 12	5 Chairs

**Note: Each region has seating for its delegates, a constituent executive (if applicable), a regional director and a trustee, unless one of those leaders is serving a dual role as a delegate.*

1 HOD Expense Report



560 W. Lake St. 312.440.4300
 Sixth Floor Fax: 312.440.0559
 Chicago, IL USA Toll-free: 888.243.3368
 60661-6600 agd.org

EXPENSE REIMBURSEMENT REPORT 2018 HOUSE OF DELEGATES

The full instructions for this form can be found on the Leader Resource Center page on the AGD website. A quick reference guide can be found on the second page of this form. Please complete the entire form, and attach all receipts to your expense report. For expenses greater than \$50, receipts are mandatory or the item will not be reimbursed. Submit the original copy to AGD headquarters office, and retain a copy for your records. A copy of the form will be sent back to you once the expenses have been approved.

Name	E-mail Address	AGD ID Number (6 digits)	Date
Address	City	State	Zip
Title/Purpose of Funded AGD Meeting		Beginning Date of Travel	End Date of Travel

Account	Description	Requested Amount	Approved Amount	Remarks (For office use only)
5726	Per Diem: \$75 per day you attend the HOD up to a maximum of two (2) days			
5724	Hotel: Up to Two (2) night's stay will be reimbursed based on the standard room rate at AGD contracted hotels (up to \$249.00 per night at the Hyatt Regency McCormick Place)			
5721	Airfare (Over \$600, prior approval necessary)			
5721	Baggage (all receipts necessary, even under \$50)			
5722	Mileage @ IRS rate 2018 = \$0.545			
5722	Tolls			
5722	Taxi/Shuttle			
5722	Parking - Up to a maximum of \$25 per day for (3) days @ local airport			
	Other			
Total				

Do you want to donate all ____ or part ____ \$ _____ in support of AGD Foundation's oral cancer awareness mission?

The expenses listed above were incurred by me on behalf of the AGD.

Signature	Date
-----------	------

For Finance Use Only

5726 (tax): \$ _____
 5726 (non-tax): \$ _____
 5723 \$ _____
 5724 \$ _____
 5721 \$ _____
 5722 \$ _____
 Other \$ _____
 Other \$ _____

Total amount to be reimbursed: \$ _____
 Account Number/s to be charged: 510 841
Department Code Function Code
 Approved by: _____
 _____ACH _____Check
 Voucher # _____
 Vendor # _____

Instructions for AGD Travel Expense Voucher

Please complete the entire form. Please attach all receipts to your expense report. For expenses greater than \$50, receipts are mandatory or the item will not be reimbursed. Submit the original copy to AGD headquarters office, and retain one copy for your records. Please refer to the AGD Travel Policy for exact guidance on reimbursable items.

1. Time Frame in Submitting Reimbursement

Reimbursement for volunteers attending AGD related meetings will not be made unless documentation is provided within 90 days (February 1, 2019) of incurring the expenses. A follow up notification will be made at 75 days. If there are extenuating circumstances an appeal may be made to the Executive Committee.

2. Per Diem

The per diem rate for each day of official AGD funded business will be \$75 per day. The maximum allowable number of days will be specified in the meeting notice.

3. Hotel

For functions in which there is an AGD contracted hotel, all funded travelers are required to stay at the AGD contracted hotel. Travelers staying at hotels not contracted by AGD will not be reimbursed for accommodations. You will receive information on the approved hotel and rates prior to the meetings. For the 2018 House of Delegates, individuals will receive reimbursement based on the standard room rate (up to \$249.00) for two (2) nights at the Hyatt Regency McCormick Place.

4. Air

Travelers on AGD business are free to search the internet for the lowest round trip coach airfare not exceeding \$600. If your airfare is over \$600, you must receive pre-approval prior to securing the reservation. Please send the request for pre-approval to Finance@agd.org. Other transportation expenses from your home to the meeting location, must not exceed the cost of coach round trip airfare.

5. Baggage

Travelers will be reimbursed upon submission of a receipt for the charge of one checked bag regardless of the length of stay. If a traveler purchased a fare that does not include access to the overhead bin, reimbursement will be provided for both access to the overhead bin and a checked bag.

6. Mileage

The cost of transferring the member from his or her home to the local airport, bus, railroad station or meeting site and return will be reimbursed at the current IRS rate.

7. Tolls

The cost of tolls incurred while transferring the member from his or her home to the local airport, bus, railroad station or meeting site and return.

8. Taxi/Shuttle/Rental Car

Travelers will be reimbursed for actual costs of round-trip travel from home/airport/hotel, and if utilizing personal automobile, based on the prevailing I.R.S. rate. It is expected that the most economical method of transportation will be utilized including airport shuttle services or ride-share companies (such as Uber) whenever possible. Limousine service will not be authorized unless it is less than or equal to taxi or shuttle transportation. Travelers wishing to utilize a limousine to and from the airport will only be reimbursed at the shuttle rate or mileage based on the prevailing I.R.S. rate. Rental car expenses will not be authorized unless they are less than or equal to taxi, ride-share or shuttle transportation. Travelers wishing to utilize a rental car must get pre-approval from AGD prior to travel. Please send the request for pre-approval with supporting documentation to finance@agd.org. If prior approval is not authorized, travelers will only be reimbursed at the shuttle rate.

9. Parking - Maximum \$25 per day

Members driving to a meeting site or to an airport may be reimbursed for parking expenses.

10. Other

Please list expenses that do not fall into one of the above categories.

Non reimbursable items due to coverage through Per Diem:

Tips & gratuities - In-room or airfare internet charges - Room service (or any other food and beverage charges) - Movies - Personal entertainment items - Mini-bar - Laundry - Alcohol - Fitness center - Concierge services - Personal items (i.e. clothing luggage and reading materials) - Paper airline tickets rather than electronic - Airline club charges - Rental car memberships - Personal credit card fees

Per Board policy, in order to receive this expense allowance, your Delegate spot must be filled for every session of the AGD's House of Delegates by either the delegate or an appropriate designated alternate and you must vote in contested elections.

PLEASE NOTE THIS POLICY: Members of the Credentials and Elections Committee and Board monitors will scan your badge for the various governance sessions. *This will serve as proof of attendance and includes the HOD First Session, Second Session, Third Session, Reference Committees, Candidates Forum, and Town Hall.*

If you would like the funds directly deposited into your bank account please complete and submit an ACH Form. Unless otherwise indicated, you will be reimbursed by check. You may fax your form to the Academy of General Dentistry, Attn: Paula Richardson, 312.335.3438, via mail at 560 W. Lake St., Sixth Floor, Chicago, IL 60661-6600, or email at delegates@agd.org.



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Reports to be reviewed by the

Reference Committee on
Advocacy & Other Priorities

Friday, November 2, 2018
1:00 – 2:30 p.m.
Room S102BCD – McCormick Place South Building

1 **Resolution 301**

2
3 **“Resolved, that all AGD leaders must receive all electronic communications emanating**
4 **from AGD, and that opting-out of receiving such electronic communications shall be**
5 **construed as immediate resignation from all applicable leadership positions, and be it**
6 **further,**

7
8 **Resolved, that all AGD leaders be required to receive all materials for all AGD agencies via**
9 **electronic means, and that staff be prohibited from making paper copies of such materials**
10 **and transmitting such copies to any AGD leader, unless otherwise authorized by the**
11 **President or Executive Director.”**

12
13 **AIRBIII2018#16 - Create Electronic Information Reception Policy**

14
15 **Prepared by:** Daniel Buksa, JD, CAE, Associate Executive Director, Public Affairs

16
17 **Date of Report:** May 3, 2018

18
19 **Staff Resources:** minimal

20
21 **Total Financial Cost:** potential de minimus savings

22
23 **Budget Ramifications:** potential de minimus savings

24
25 **Action/Timeline:** Vote by the Board at meeting III; transmittal to the HOD; immediate
26 implementation upon approval

27
28 **BOARD RECOMMENDS ADOPTION**

29
30 *Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gehrig, Gorman, Guter, Hanson, Harunani,*
31 *King, Kozelka, Lew, Low, Olsen, Shelly, Smith, Tillman, Uppal, White, Wooden, Worm*

32
33 *a – Stillwell, Winland*

34
35 *N/A - Cordero*

36
37 **How It Fits into the Strategic Plan:**

38 Goal 5—Organizational Excellence: **Ensure that the AGD is financially viable, functions**
39 **efficiently in a**

40 **cost-effective manner, and has a mutually supportive relationship with its constituents.**

41 **Strategy 2:** Improve the effectiveness and efficiency of AGD

42 Headquarters operations.

43 **Strategy 3:** Streamline the AGD governance structure and operations.

44 **Strategy 4:** Promote an organizational culture that best supports attainment of strategic goals
45 and a healthy operating environment.

46

1 **How it Fits into the Corporate Objectives:**

- 2 • N/A

3
4 **Introduction:**

5 In preparation for the 2017 AGD Annual Meeting, AGD sent out several communications,
6 including the Secretary’s Memo to the House of Delegates, which is required by HOD policy.
7 Subsequently, some members inquired about information that was contained in the memo.
8 Staff’s investigation revealed that 30 constituent leaders had opted out of receiving AGD’s
9 emails. This clearly puts AGD at an efficiency deficiency, if leaders are choosing not to receive
10 important information.

11
12 Some council and committee members continue to request hard copy workbooks because they do
13 not use email. This is both an unnecessary expense for AGD and a time cost for staff.

14
15 **Necessary Information:**

- 16 • The Executive Committee has reviewed and approved this AIR.
17 • In some cases, once someone has opted out, it may require action on their part to opt back
18 in through the e-blast service provider and AGD can’t do it ourselves.
19 • The President or Executive Director may make an exception to “all electronic” materials
20 rule. For instance, many members may not have access to a printer that prints oversized
21 documents, such as 17”x17” inch grids for meeting planning documents.

22
23 **What We Don’t Know:**

- 24 • We don’t know why leaders decided to opt out of receiving emails from AGD.

25
26 **Pros and Cons:**

27
28 **Pros:**

- 29 • Mandatory reception of electronic communication is necessary for effective and efficient
30 organizational operations.

31
32 **Cons:**

- 33 • AGD members will receive more emails.
34 • Members will have to print their own copies if they want hard copies.

35
36 **Executive Director/CEO Recommendations:**

37
38 **From:** Max Moses

39 **Sent:** Thursday, May 03, 2018 4:15 PM

40 **To:** Daniel Buksa <daniel.buksa@agd.org>; Christa Ojeda <Christa.Ojeda@AGD.org>

41 **Subject:** RE: AIR electronic information reception

42
43 I agree that this AIR should be presented to the Board for discussion.

1 Max G. Moses, JD, CPA, MBA
2 Executive Director

3
4 **How It Fits into the Market Research:**

- 5 • N/A

6
7 **Does this conflict with the Constitution and Bylaws, an AGD HOD Policy or Board Policy?**
8 **If yes, please provide the conflict and how you propose to resolve it:**

- 9 • This is a newly proposed Board policy.

10

11 **Responsible Staff Liaison & AGD member:**

12 Dr. Manuel Cordero, DDS, CPH, MAGD

13 856.589.8533

14 dentalmac@gmail.com

15

16 **Suggested Council or Agencies to Complete Action:**

17 All

18

19 **Suggested Councils or Agencies to be Involved in Collaboration:**

20 All

21

22 **Chair Approval Email:**

- 23 • N/A

24

25 **Division Coordinator Review Email:**

- 26 • N/A

27

28 **Board Liaison Review Email:**

- 29 • N/A

30

31 **CFO Review Email:**

32 **From:** Christa Ojeda

33 **Sent:** Thursday, May 03, 2018 5:47 PM

34 **To:** Daniel Buksa <daniel.buksa@agd.org>; Max Moses <Max.Moses@AGD.org>

35 **Subject:** RE: AIR electronic information reception

36

37 Dan,

38

39 I have reviewed the AIR and recommend it be sent to the Board for further discussion.

40

41 Christa

42

43

1
2 **AIR Addendum – HOD Policy Change Request**
3

4
5 **Action:** Add x Revise _____ Delete _____
6

7
8 **Existing Policy to Revise/Delete:**

- 9 • N/A

10
11 **Resolution Presented for Approval:**

12
13 Resolved, that all AGD leaders must receive all electronic communications emanating from
14 AGD, and that opting-out of receiving such electronic communications shall be construed as
15 immediate resignation from all applicable leadership positions, and be it further,
16

17 Resolved, that all AGD leaders be required to receive all materials for all AGD agencies via
18 electronic means, and that staff be prohibited from making paper copies of such materials and
19 transmitting such copies to any AGD leader, unless otherwise authorized by the President or
20 Executive Director.
21

22
23 **Related Existing HOD Policies:**

- 24 • N/A
25
26

27 **Are existing AGD policies inadequate or no longer appropriate? Explain.**

- 28 • N/A
29

30
31 **For additions/revisions, how often should this policy be reviewed? [Default is every 5 years]**

- 32 • 5 years
33

34 **Any documentation or literature considered in developing this submission?**

- 35 • N/A
36

37 **Other Comments?**
38
39
40
41
42

Resolution 302

“Resolved, that AGD HOD policy 93:28-H-7 be rescinded:

~~93:28 H 7~~

~~“Resolved, that it is the policy of the Academy of General Dentistry that if dentistry is to be included in any government health care program reform, it must:~~

- ~~1) Be adequately funded to provide broad access;~~
- ~~2) Permit freedom of choice of dentists;~~
- ~~3) Be based on fee for service; and~~
- ~~4) Assure high quality dental care.~~

~~and be it further~~

~~Resolved, in any case where dentistry is included in health care reform, the AGD support the following six recommendations set forth by the American Dental Association:~~

- ~~1. Maintain the advantages of the current dental care and dental benefits system, which would not require inclusion of dental benefits for population groups currently receiving regular dental care, and which would not require public sector participation and subsequent cost transfer. The Association strongly opposes any change in the tax deductibility of current dental benefit coverage.~~
- ~~2. Continue existing policy support for a separate, restructured program of publicly funded dental benefits for indigent persons. Priority consideration should be given to programs for children. The Association urges that these programs be administered in the private sector wherever possible.~~
- ~~3. For population groups currently not receiving regular dental care the Association supports the opportunity for a) small employers purchase dental plans in the private sector, b) development of cooperative dental benefit purchasing alliances administered in the private sector.~~
- ~~4. The Association recommends that preventive services and educational programs for children be included in any health system reform proposal. Preventive services may include but are not necessarily limited to, fluoridation of community water supplies, oral prophylaxis and application of topical fluorides and sealants; dietary fluoride supplements; restoration of carious teeth; maintenance of space resulting from the early loss of primary teeth and patient education.~~
- ~~5. The Association recommends that in the event that a more comprehensive program is enacted, preventive, diagnostic, emergency services and basic restorative and periodontal care be included for children and the elderly.~~

1 ~~6. The Association believes that if the Medicare program is expanded to include~~
2 ~~coverage for additional dental health care services, we would endorse the inclusion of a~~
3 ~~defined dental benefit plan for the elderly population. These services would be expressly~~
4 ~~focused on those elderly who are in long term residential care or home bound. Delivery of~~
5 ~~these services should not be compromised by discrimination by category of provider~~
6 ~~(physician or dentist)."~~

7
8 **AIRBIV2018#03 - Rescind HOD Policy 93:28-H-7 Health Care Reform Criteria**
9

10 **Prepared by:** Jeanie Kennedy, Manager, Dental Practice & Policy
11

12 **Date of Report:** July 6, 2018
13

14 **Staff Resources:** \$50 (Approx. 1 hour of staff time to draft the AIR)
15

16 **Total Financial Cost:** \$50 in staff resources (no direct costs)
17

18 **Budget Ramifications:** None
19

20 **Action/Timeline:** Record vote at 2017-2018 Board Meeting IV, to be sent to the AGD HOD for
21 rescission.
22

23 **BOARD RECOMMENDS ADOPTION**
24

25 *Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gorman, Guter, Hanson,*
26 *Harunani, King, Kozelka, Lew, Low, Olsen, Shelly, Smith, Stillwell, Uppal, White, Wooden,*
27 *Worm*
28

29 *a - Winland*
30

31 *A - Gehrig, Tillman*
32

33 *N/A - Cordero*
34

35 **How It Fits into the Strategic Plan (2016-18):**

36 Goal 2 – Advocacy: Strengthen and protect the general dentistry profession and the oral health of
37 the public.

38 Strategy 1: Represent the unique interests of general dentists in all advocacy arenas.

39 Strategy 2: Advocate on behalf of the general dentistry profession as it relates to policy making,
40 insurance, licensing, education, and all levels of government.
41

42 **How it Fits into the Corporate Objectives:**

43 Corporate Objective #10 (Advocacy B): Ensuring that AGD HOD policies are current and
44 appropriate is a prerequisite to enable representing policies of the AGD before CODA, the ADA,
45 and state and federal regulatory bodies.

1
2 **Introduction:**

3 The 1993 policy is overdue for a thorough review. In 2014, the Policy Review Committee
4 recommended to the Board, the review of AGD HOD policies at least every 5 years. More
5 frequent review of certain policies was anticipated upon the request of the Board or Executive
6 Committee.

7
8 The Policy Review Committee, and the Legislative & Governmental Affairs and Dental Practice
9 Councils recommend that the policy be rescinded for the reasons listed below:

10
11 1) Text “**Be based on fee-for-service;**”

12 This text is in conflict with the AGD’s 2018 Dental Benefits for the Medicare Population
13 hereafter known as the “Medicare” paper. The position of the AGD (if adopted) is to
14 advocate for free-market private solutions for dental benefits concerning the Medicare
15 population.

16
17 2) Use of the word “**current**”

18 It is used four times in the resolution and likely has a very different meaning in 2018 than
19 it did in 1993. As a result, the reader is left interpreting what the meaning of the word in
20 its context meant in 1993.

21
22 3) The use of the phrase “**American Dental Association**”

23 The Policy Review Committee recommended that AGD HOD resolutions should not
24 reference other organizations. Further, the AGD has limited ability to amend ADA
25 resolutions. In the 2014 Policy Review Committee recommendations to the Board, the
26 committee recommended to “remove and replace references to policies of other
27 organizations with language directly explaining the position of the AGD....”

28
29 4) The use of the word “**Association**”

30 The Association is referred to six more times and presumably refers to the American
31 Dental Association. Using other organization’s resolution is problematic in that the AGD
32 is not able to amend such resolutions.

33
34 5) The use of the phrase “**population groups currently receiving regular dental care....**”

35 This phrase is unnecessarily vague and it is difficult to determine the populations to
36 which this part of the resolution referred in 1993.

37
38 6) The text: “**Continue existing policy support for a separate, restructured program of**
39 **publicly funded dental benefits for indigent persons.**” If it is the intention of the AGD
40 to support publicly funded programs to provide dental benefits to the indigent population,
41 then such a resolution/policy can be worded less ambiguously.

42
43 7) The use of the phrase “**population groups currently not receiving regular dental**
44 **care....**” This phrase is unnecessarily vague and it is difficult to determine the
45 populations to which this part of the resolution referred in 1993.

1
2 8) The text: “**Association recommends that in the event a more comprehensive program**
3 **is enacted, preventive, diagnostic, emergency services and basic restorative and**
4 **periodontal care be included for children and the elderly.**” This sentence would
5 conflict with the 2018 AGD Medicare paper.
6

7 9) “**The Association believes that if the Medicare program is expanded to include**
8 **coverage for additional dental health care services, we would endorse the inclusion**
9 **of a defined dental benefit plan for the elderly population. These services would be**
10 **expressly focused on those elderly who are in long-term residential care or**
11 **home-bound. Delivery of these services should not be compromised by**
12 **discrimination by category of provider (physician or dentist).**” This text would not be
13 consistent with the 2018 AGD Medicare positions in the policy paper.
14

15 **Necessary Information:**

- 16 • Dr. Steven Ghareeb, Chair, Dental Practice Council, has provided input into this report.
- 17 • Dr. Joseph Battaglia, Chair, LGA Council, has provided input into this report.
- 18 • The Dental Practice and the LGA Councils were unanimous in support of rescinding this
19 1993 policy.
20

21 **What We Don’t Know:**

- 22 • We don’t know if the 2018 “Dental Benefits for the Medicare Population” policy
23 statement will be accepted by the AGD Board and the HOD.
24

25 **Pros and Cons:**

26
27 **Pros:**

- 28 • The rescission of AGD policy 93:28-H-7 will allow the AGD to update and modernize
29 policies relating to the Medicare program. Furthermore, AGD could develop a new paper
30 on principles for health care reform that include other government programs, in addition
31 to private sector initiatives.
- 32 • The rescission of AGD policy 93:28-H-7 will annul the ability of the ADA HOD to
33 revise AGD’s positions without AGD HOD oversight.
34

35 **Cons:**

- 36 • The AGD will not have a policy specifically on health care reform criteria but one can be
37 drafted in the future.
38

39 **Executive Director/CEO Recommendations:**

40
41 **From:** Max Moses

42 **Sent:** Friday, July 13, 2018 5:13 PM

43 **To:** Jeanie Kennedy <Jeanie.Kennedy@AGD.org>; Christa Ojeda <Christa.Ojeda@AGD.org>

44 **Cc:** Srinivasan Varadarajan <Srinivasan.Varadarajan@AGD.org>

45 **Subject:** RE: AIR on pulling HOD policy on health care reform

1
2 I agree that this AIR should be presented to the Board for discussion.
3

4 Max G. Moses, JD, CPA, MBA
5 Executive Director
6 Academy of General Dentistry
7 560 W. Lake St., Sixth Floor
8 Chicago, IL 60661-6600
9 312.440.4303 Direct
10 888.AGD.DENT Main
11 888.243.7392 Exclusive AGD Leader Line
12 312.335.3438 Fax
13 Max.Moses@agd.org
14 www.agd.org
15

16 **How It Fits into the Market Research:**

17 The Custom Study of Academy of General Dentistry (AGD) Members: Membership Benefits
18 Survey (September 2012) (i.e., the Market Research) focused on member-facing programs.
19 While the present request does not fit neatly into the measurement targets of the Market
20 Research, the present request is ultimately expected to strengthen our advocacy efforts. State
21 Advocacy and Federal Advocacy were generally rated as high value, moderate satisfaction in the
22 Market Research.
23

24 **Does this conflict with the Constitution and Bylaws, an AGD HOD Policy or Board Policy?**
25 **If yes, please provide the conflict and how you propose to resolve it:**

- 26 • No.
27

28 **Responsible Staff Liaison & AGD member:**
29

30 Jeanie Kennedy
31 Manager, Dental Practice & Policy
32 312.440.4347 – phone
33 jeanie.kennedy@agd.org
34

35 Steven A. Ghareeb, DDS, FAGD
36 Chair, Dental Practice Council
37 304.744.3333 - phone
38 sstevenamos@aol.com
39

40 Joseph A. Battaglia, MS, DMD
41 Chair, Legislative & Governmental Affairs
42 973.595.1888- phone
43 battagja@prodigy.net
44

45 **Suggested Council or Agencies to Complete Action:**

1 Dental Practice and Legislative & Governmental Affairs Councils in addition to the Policy
2 Review Committee.

3
4 **Suggested Councils or Agencies to be Involved in Collaboration:**

5 **The Dental Practice and Legislative & Governmental Affairs Councils and the Policy**
6 **Review Committee and their staff; the OED department to update the HOD Policy**
7 **Manual.**

8
9 **Chair Approval Email:**

10 **From:** battagja@prodigy.net [mailto:battagja@prodigy.net]

11 **Sent:** Tuesday, July 10, 2018 3:46 PM

12 **To:** Jeanie Kennedy <Jeanie.Kennedy@AGD.org>

13 **Cc:** Daniel Buksa <daniel.buksa@agd.org>; Srinivasan Varadarajan
14 <Srinivasan.Varadarajan@AGD.org>; battagja@prodigy.net

15 **Subject:** RE: Response Request- AIR on Rescission of 1993 Health Care Reform Criteria

16
17 **Approved with the following deletion in red:**

18 Text "**Be based on fee-for-service;**"

19 This text is in conflict with the AGD's 2018 Dental Benefits for the Medicare Population
20 hereafter known as the "Medicare" paper. The position of the AGD (if adopted) is to
21 advocate for free-market private solutions for dental benefits concerning the Medicare
22 population. **One of the options to service the Medicare population is the Medicare**
23 **Advantage (MA) program, which is not established as a fee-for-service payment. MA**
24 **payments to providers are capitated and derived from government funds and patient**
25 **copayments.**

26
27 **From:** Steven Ghareeb [mailto:sstevenamos@aol.com]

28 **Sent:** Monday, July 16, 2018 11:51 AM

29 **To:** Jeanie Kennedy <Jeanie.Kennedy@AGD.org>; guyacheson@aol.com; drbee35@gmail.com

30 **Subject:** Re: 2nd Request- Requesting approval/acknowledgement of 1993 policy AIR

31
32 I approve the AIR

33 steven

34
35 **Division Coordinator Review Email:**

36 **From:** Gerald Botko [mailto:drbee35@gmail.com]

37 **Sent:** Monday, July 16, 2018 11:35 AM

38 **To:** Jeanie Kennedy <Jeanie.Kennedy@AGD.org>

39 **Subject:** Re: FW: 2nd Request- Requesting approval/acknowledgement of 1993 policy AIR

40
41 On Mon, Jul 16, 2018 at 12:32 PM Jeanie Kennedy <Jeanie.Kennedy@agd.org> wrote:

42 Hi Drs. Ghareeb, Acheson, and Botko,

43 I need to submit the attached by 4 PM CDT. Many thanks for your consideration!

44 Jeanie

45 Received and reviewed.

46 Dr. Botko

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Board Liaison Review Email:

Hello All;
This is a related issue to the Medicare position paper. I have read and approve sending this to the BOT; however, without an adequate replacement (see earlier email) I feel that more work needs to be done on this issue. Rescinding the policy without a position that would be acceptable to the BOT and eventually the HOD is fraught with peril. In my humble opinion, it will be referred back anyway.
BobG

Best Regards;
Robert D. Gehrig, DMD, FAGD, FACD
Trustee Region 20
Dental Practice Council Liaison
Compensation Committee Chair

Emails sent to Dr. Acheson on 7/13 and 7/16/2018. Awaiting reply.

CFO Review Email:
From: Christa Ojeda
Sent: Friday, July 13, 2018 3:05 PM
To: Jeanie Kennedy <Jeanie.Kennedy@AGD.org>; Max Moses <Max.Moses@AGD.org>
Cc: Srinivasan Varadarajan <Srinivasan.Varadarajan@AGD.org>
Subject: RE: AIR on pulling HOD policy on health care reform

I have reviewed the AIR and given no financial implications agree that it should be sent to the Board for discussion.

AIR Addendum – HOD Policy Change Request

Action: Add _____ Revise _____ Delete X

Existing Policy to Revise/Delete:

Health care reform criteria

93:28-H-7 "Resolved, that it is the policy of the Academy of General Dentistry that if dentistry is to be included in any government health care program reform, it must:

- 1) Be adequately funded to provide broad access;
- 2) Permit freedom of choice of dentists;
- 3) Be based on fee-for-service; and
- 4) Assure high quality dental care.

and be it further

Resolved, in any case where dentistry is included in health care reform, the AGD support the following six recommendations set forth by the American Dental Association:

- 1. Maintain the advantages of the current dental care and dental benefits system, which would not require inclusion of dental benefits for population groups currently receiving regular dental care, and which would not require public sector participation and subsequent cost transfer. The Association strongly opposes any change in the tax deductibility of current dental benefit coverage.
- 2. Continue existing policy support for a separate, restructured program of publicly funded dental benefits for indigent persons. Priority consideration should be given to programs for children. The Association urges that these programs be administered in the private sector wherever possible.
- 3. For population groups currently not receiving regular dental care the Association supports the opportunity for a) small employers purchase dental plans in the private sector, b) development of cooperative dental benefit purchasing alliances administered in the private sector.
- 4. The Association recommends that preventive services and educational programs for children be included in any health system reform proposal. Preventive services may include but are not necessarily limited to, fluoridation of community water supplies, oral prophylaxis and application of topical fluorides and sealants; dietary fluoride supplements; restoration of carious teeth; maintenance of space resulting from the early loss of primary teeth and patient education.

1
2 5. The Association recommends that in the event that a more comprehensive program is
3 enacted, preventive, diagnostic, emergency services and basic restorative and periodontal care be
4 included for children and the elderly.

5
6 6. The Association believes that if the Medicare program is expanded to include coverage
7 for additional dental health care services, we would endorse the inclusion of a defined dental
8 benefit plan for the elderly population. These services would be expressly focused on those
9 elderly who are in long-term residential care or home-bound. Delivery of these services should
10 not be compromised by discrimination by category of provider (physician or dentist)."
11

12
13 **Resolution Presented for Approval:**

14 **“Resolved, that the Health Care Reform Criteria policy 93:28-H-7 be rescinded as AGD**
15 **HOD Policy.”**

16
17
18
19 **Related Existing HOD Policies:**

20 There are no existing HOD policies absent the 1993 resolution that specifically address health
21 care reform criteria.

22
23 **Are existing AGD policies inadequate or no longer appropriate? Explain.**

24
25 As discussed, the 1993 resolution is no longer appropriate for the nine reasons outlined in the
26 “Necessary Information” section of this AIR.
27

28 **For additions/revisions, how often should this policy be reviewed? [Default is every 5 years]**

29 Every 5 years, or sooner, if requested by the Board or Executive Committee or if new policy
30 conflicts with established policy.
31

32 **Any documentation or literature considered in developing this submission?**

33
34 There is an extensive bibliography listed in the footnotes of the draft AGD’s “Medicare” paper.
35

36 **Other Comments?**
37
38
39
40
41

1 **Resolution 303**

2
3 **“Resolved, that the *Rules of Procedure for Conducting The Reference Committee Hearings***
4 ***and Business of the Academy of General Dentistry’s House of Delegates* be amended at**
5 **paragraph 5 (e), so that they read:**

6
7 **All Each Reference Committees must remain in session for a ~~minimum of 90 minutes or~~**
8 **until there are no all attendees at the microphones have left the room so that delegates have**
9 **the opportunity to present their views before all each of the Reference Committees.”**

10
11 **AIRBIV2018#07 - Amend Rules of Procedure HOD Reference Committee Timing**

12
13 **Prepared by:** Daniel Buksa, J.D., CAE, Associate Executive Director

14
15 **Date of Report:** July 6, 2018

16
17 **Staff Resources:** minimal

18
19 **Total Financial Cost:** NA

20
21 **Budget Ramifications:** undetermined savings

22
23 **Action/Timeline:** Vote by Board at Meeting IV; transmittal to HOD, implementation for 2019
24 HOD if passed

25
26 **BOARD RECOMMENDS ADOPTION**

27
28 *Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Gajjar, Gorman, Guter, Hanson,*
29 *Harunani, King, Kozelka, Lew, Low, Olsen, Shelly, Smith, Stillwell, Uppal, White, Winland,*
30 *Wooden, Worm*

31
32 *a - Edgar*

33
34 *A - Gehrig, Tillman*

35
36 *N/A - Cordero*

37
38 **How It Fits into the Strategic Plan:**

39 Goal 5—Organizational Excellence: **Ensure that the AGD is financially viable, functions**
40 **efficiently in a**

41 **cost-effective manner, and has a mutually supportive relationship with its constituents.**

42 **Strategy 1:** Ensure the fiscal soundness of the AGD.

43 **Strategy 2:** Improve the effectiveness and efficiency of AGD Headquarters operations.

44 **Strategy 3:** Streamline the AGD governance structure and operations.

1 **Strategy 4:** Promote an organizational culture that best supports attainment of strategic goals
2 and a healthy operating environment.

3
4 **How it Fits into the Corporate Objectives:**

- 5 • N/A

6
7 **Introduction:**

8 In previous years, AGD's Reference Committees have been staggered so as to run concurrently.
9 One negative impact of this schedule was to require three large ballrooms for the committees.
10 There will be only one room for Reference Committees and said committees will not overlap or
11 run concurrently. With this new process and cost saving measure, there will be no longer be
12 delegates in other reference committees who potentially would enter to testify in a concurrent
13 hearing.

14
15 **Necessary Information:**

- 16 • Dr. Edgar, Speaker of the House has reviewed this report.

17
18 **What We Don't Know:**

- 19 • We don't know how long it will take to get through three non-concurrent Reference
20 Committee hearings.

21
22 **Pros and Cons:**

23
24 **Pros:**

- 25 • Utilizing only one ballroom will save AGD money.

26
27 **Cons:**

- 28 • Reference Committee hearings will take a longer time to complete and also be taxing on
29 staff who write the reports.

30
31 **Executive Director/CEO Recommendations:**

32
33 **From:** Max Moses

34 **Sent:** Friday, July 06, 2018 3:34 PM

35 **To:** Daniel Buksa <daniel.buksa@agd.org>

36 **Subject:** RE: AGD - AIR to amend HOD Rules of Procedure for Reference Committee hearings
37 - please reply

38
39 Dan

40
41 I agree that this AIR should be discussed by the Board.

42
43 Max

1 Max G. Moses, JD, CPA, MBA

2

3 **How It Fits into the Market Research:**

- 4 • N/A

5

6 **Does this conflict with the Constitution and Bylaws, an AGD HOD Policy or Board Policy?**

7 **If yes, please provide the conflict and how you propose to resolve it:**

- 8 • This is an amendment to existing HOD policy.

9

10 **Responsible Staff Liaison & AGD member:**

11 **Daniel Buksa, JD, CAE, Associate Executive Director, Public Affairs**

12 **888.243.7392, x.4328**

13 **Daniel.buksa@agd.org**

14

15 **Suggested Council or Agencies to Complete Action:**

16 Board

17 HOD

18 **Suggested Councils or Agencies to be Involved in Collaboration:**

- 19 • N/A

20

21 **Chair Approval Email:**

- 22 • N/A

23

24 **Division Coordinator Review Email:**

- 25 • N/A

26

27 **Board Liaison Review Email:**

- 28 • N/A

29

30 **CFO Review Email:**

31

32 **From:** Christa Ojeda

33 **Sent:** Tuesday, July 17, 2018 4:32 PM

34 **To:** Daniel Buksa <daniel.buksa@agd.org>

35 **Cc:** Jennifer Goler <jennifer.goler@agd.org>

36 **Subject:** RE: Ref Com AIR

37

38 I have reviewed the AIR and recommend it be sent to the Board for discussion.

39

40

41

42

43

1 AIR Addendum – HOD Policy Change Request

2
3 Action: Add _____ Revise X Delete _____

4
5 **Existing Policy to Revise/Delete:**

6 *Rules of Procedure for Conducting The Reference Committee Hearings and Business of the*
7 *Academy of General Dentistry’s House of Delegates*

8
9 **Resolution Presented for Approval:**

10 **Resolved, that the *Rules of Procedure for Conducting The Reference Committee Hearings***
11 ***and Business of the Academy of General Dentistry’s House of Delegates* be amended at**
12 **paragraph 5 (e), so that they read: All Reference Committees must remain in session for a**
13 **minimum of 90 minutes or until there are no all attendees at the microphones have left the**
14 **~~room~~ so that delegates may present their views before all of the Reference Committees.**

15
16 **Related Existing HOD Policies:**

- 17 • N/A

18
19 **Are existing AGD policies inadequate or no longer appropriate? Explain.**

20 Cost savings applied.

21
22 **For additions/revisions, how often should this policy be reviewed? [Default is every 5 years]**

23 Default

24
25 **Any documentation or literature considered in developing this submission?**

26 FY2019 Budget

27
28 **Other Comments?**

29 No

30

1 **Rules of Procedure for Conducting The Reference Committee Hearings and Business of the**
2 **Academy of General Dentistry's House of Delegates**
3

- 4 1. The House of Delegates (HOD) will consider business introduced only in one of the
5 following ways:
6
7 f. A resolution submitted on a petition signed by 25 or more active members at least
8 two weeks prior to the annual session of the HOD and directed to the Executive
9 Director;
10
11 g. An appropriate resolution emanating from a meeting of the Board of Trustees
12 (Board);
13
14 h. Resolutions emanating from any report of an officer, council or committee;
15
16 i. A resolution introduced by any Constituent AGD or any certified delegate
17 providing that the resolution has been received by the AGD's Executive Director
18 at least two weeks prior to the First Session of the HOD at the annual session of
19 the HOD;
20
21 j. A resolution submitted in writing and introduced on the floor of a session of the
22 HOD with the unanimous consent of the HOD. Such a resolution requires
23 approval by two-thirds of the delegates present and voting. Reference Committee
24 recommendations are not, however, deemed new business.
25
26 2. In keeping with the Constitution and Bylaws of the AGD, no amendment may be made to
27 either the Constitution or the Bylaws unless it has been published to the members at least
28 thirty (30) days in advance of the annual session of the HOD on the AGD Web site and
29 links to the proposed changes will be headlined thereon. If such is the case, the
30 Constitution may be amended by an affirmative vote of at least two-thirds of the certified
31 delegate members present and voting at the annual session of the HOD, and the Bylaws
32 may be amended by an affirmative vote of two-thirds (2/3) of the delegates present and
33 voting.
34
35 3. The Speaker of the House, in consultation with the Executive Director, shall make a
36 recommendation to the Board at the regular meeting held before the annual session of the
37 HOD of how the annual reports and resolutions are to be divided among three Reference
38 Committees. All delegates will be strongly encouraged to review all resolutions.
39
40 4. The President shall designate five delegates and two non-voting consultants who need not
41 be delegates to serve on each Reference Committee. Members serving on current
42 councils and committees of the organization may not serve on the Reference Committee
43 if that Reference Committee is going to review a report from a council or committee on
44 which the member is currently serving. The two non-voting consultants may, of course,

1 have served on councils or committees whose reports are being reviewed by that
2 Reference Committee.

3
4 5. Reference Committee hearings are open to all members of the AGD. At the appropriate
5 time each member may express his/her opinion on a given subject being heard by that
6 Reference Committee.

7
8 a. The Chairperson of the Reference Committee shall preside at the Reference
9 Committee hearing. He/she shall be seated with his/her four committee members,
10 a maximum of two consultants, and designated staff from the AGD's headquarters
11 office at a table in the front of the hearing room.

12
13 b. The Chairperson of the Reference Committee may limit the length of time each
14 member is allowed to speak, but may not prevent any member from speaking at
15 least once on a given subject. Once debate has been limited by the Chairperson, it
16 shall apply to all future speakers in that particular Reference Committee on that
17 topic.

18
19 c. No resolutions may be introduced in the Reference Committee hearing.

20
21 d. The purpose of the Reference Committee hearing is only to receive information
22 and opinions. No votes may be taken in the hearing on any resolution.

23
24 e. All Reference Committees must remain in session ~~for a minimum of 90 minutes~~
25 ~~or until there are no attendees at the microphones have left the room~~ so that
26 delegates may present their views before all of the Reference Committees.

27
28 6. Immediately after the hearing, the five members of the Reference Committee and the
29 Committee's consultants shall deliberate in executive session and make a
30 recommendation to the AGD on each item of business assigned to it. No item of business
31 may be omitted. The Reference Committee may recommend that a resolution be
32 adopted, rejected, amended, referred to committee, or postponed definitely. An
33 amendment may take the form of a substitute resolution. However, the substitute
34 resolution must be completely germane to the original resolution. After the executive
35 session, the report of the Reference Committee shall be prepared by the Chairperson with
36 the assistance of staff from the AGD's headquarters office.

37
38 7. At the appropriate time, the presiding officer shall request that each Reference
39 Committee Chairperson deliver his/her report to the HOD. The Chairperson shall move
40 for appropriate action on each recommendation or substitute resolution from the
41 Reference Committee and identify a member of the Reference Committee as the seconder
42 of the motion. At this time, an amendment to the resolution may be offered from the
43 floor. The amendment must receive a second before it can be discussed. A vote on the
44 main motion or resolution will occur after the membership has reached a decision on each

1 amendment which has been duly proposed. No motions to postpone indefinitely will be
2 permitted.
3

4 a. Only those sections of the Constitution and Bylaws which have been published to
5 the membership at least thirty (30) days prior to the annual session of the HOD
6 are subject to amendment. It will be the presiding officer's duty to determine
7 whether a proposed amendment to such a resolution is completely germane to the
8 question. If the proposed amendment is not germane to the particular section of
9 the Constitution and Bylaws under scrutiny, it will be his/her duty to rule the
10 amendment out of order and request that it be appropriately introduced at next
11 year's annual session of the HOD.
12

13 b. The President shall appoint a parliamentarian to assist and advise the Speaker of
14 the House in running an orderly meeting in keeping with these Rules of
15 Procedure. All questions not covered by the AGD's Constitution and Bylaws or
16 these Rules of Procedure shall be governed by the American Institute of
17 Parliamentarians Standard Code of Parliamentary Procedure. A copy of this code
18 shall be maintained by the parliamentarian for reference.
19

20 8. Only duly certified delegates or alternate delegates who have been elevated to delegate
21 status may vote or move resolutions on the floor of the HOD. However, any of the
22 following individuals may address the HOD after they are recognized by the presiding
23 officer:
24

25 a. All delegates;

26
27 b. All AGD officers who are members of the Executive Committee;

28
29 c. All Council or Committee chairpersons;

30
31 d. All AGD Past Presidents;

32
33 e. The Executive Staff of the AGD;

34
35 f. All members of the Board who have not otherwise been elected delegates (such
36 Board members may be seated with their Constituent AGD delegations on the
37 floor of the HOD).
38

39 h. All Regional Directors who have not otherwise been elected delegates (such
40 Regional Directors may be seated with their constituent academy delegation on
41 the floor of the HOD
42

43 ii. The President of the AGD Foundation may have access to the floor, but may
44 address the HOD only if an issue concerns the Foundation.
45

- 1 j. Any AGD member may have access to the floor of the HOD in order to give a
2 nominating speech for a candidate in a contested election.
3
- 4 9. The procedure with regard to handling of nominations at the First Session of the HOD for
5 AGD offices shall be:
6
- 7 a. The AGD's Secretary shall announce any petitions received at least 60 days prior
8 to the First Session of the HOD on behalf of candidates running for AGD office at
9 the annual session of the HOD. No petition will be honored that is received more
10 than one year in advance of the annual session of the HOD in which the election
11 takes place.
12
- 13 10. Council and Committee Chairpersons shall sit in the front row of the HOD with the
14 appropriate staff when resolutions from their agencies of the AGD are being considered.
15 If a Council or Committee Chairperson is not in attendance at the annual session of the
16 HOD, the President may designate another member of the Council or Committee as a
17 substitute. The Speaker of the House shall recognize such individuals in proper sequence
18 when it is obvious that they need to provide input to the HOD on any proposed change
19 affecting their areas of jurisdiction.
20
- 21 11. Constituent Executives, officially listed in the Constituent Officers List, may sit with
22 their delegations on the floor of the HOD, but no constituent may seat more than one
23 officially-listed executive.
24

25 Adopted HOD 7/89
26 Revised HOD 7/91
27 Amended HOD 7/94
28 Amended HOD 7/95
29 Revised HOD 7/99
30 Revised HOD 8/2001
31 Revised HOD 7/2002
32 Revised HOD 6/2007
33 Revised HOD 7/2010
34
35
36
37
38

Resolution 304

“Resolved, that the Election Guidelines be amended, at Paragraph VIII (e), so that they read:

A candidate will formally declare his or her candidacy for the coming year’s election to constituent officers, Regional Directors, members of the Board and council and committee chairs not earlier than ~~the latter of~~ the commencement of the AGD Board meeting III ~~or January 1st~~ of the year in which the election is held. Notwithstanding this section, all AGD officers are primarily subject to the provisions of the AGD Bylaws, Chapter IX, Section 1(B)4, which states "An AGD officer must declare for a new office within the thirty (30) days prior to Board Meeting III , and resign his or her current office effective at the close of the annual meeting pursuant Chapter IX, Section 1, paragraph D. Once an AGD officer declares for a new office, said resignation is irrevocable." Such notice may contain biographical and issue oriented information on his or her candidacy. A candidate shall not announce or circulate petitions for signatures at the preceding annual meeting. Nothing in these guidelines, including the filing deadline for other candidates, shall prohibit a candidate who makes a valid declaration of candidacy from campaigning, subject to all provisions of these guidelines.

And be it further,

Resolved, that the Bylaws be amended at Chapter IX B (4), so that they read

An AGD officer must declare for a new office ~~at least~~ within the thirty (30) days ~~before~~ prior to Board Meeting III, and resign his or her current office effective at the close of the annual meeting, pursuant Chapter IX, Section 1, paragraph D. Once an AGD officer declares for a new office, said resignation is irrevocable.”

AIRBIV2018#11 - Amend Election Guidelines & Bylaws to Eliminate Early Declaration of Candidacy by EC Officers

Prepared by: Dr. Thomas F. Gorman, DDS, MAGD

Date of Report: July 5, 2018

Staff Resources: minimal

Total Financial Cost: None

Budget Ramifications: None

Action/Timeline: Vote by Board at Meeting IV; transmittal to the HOD for vote on the Bylaws application and the Election Guidelines.

1 **BOARD RECOMMENDS ADOPTION**

2
3 *Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Edgar, Gorman, Guter, Hanson, King,*
4 *Kozelka, Low, Olsen, Shelly, Smith, Stillwell, Uppal, White, Wooden, Worm*

5
6 *N – Gajjar*

7
8 *a - Harunani, Lew, Winland*

9
10 *A - Gehrig, Tillman*

11
12 *N/A - Cordero*

13
14 **How It Fits into the Strategic Plan:**

15 Goal 5 – Organizational Excellence: Ensure that the AGD is financially viable, functions
16 efficiently in a cost-effective manner, and has a mutually supportive relationship with its
17 constituents.

18
19 *Strategy 3: Streamline the AGD governance structure and operations.*

20
21 **How it Fits into the Corporate Objectives:**

- 22 • N/A

23
24 **Introduction:**

25 An initial version of this resolution was on the Board Meeting III agenda, but was withdrawn by
26 Dr. Gorman. It is presented to Board IV, after some revisions.

27
28 The “anti-freeze” provision remains, but it tightly defined to a thirty (30) day period, that is, 30
29 days before the commencement of Board III. The cumbersome language is proposed for
30 deletion.

31
32 **Necessary Information:**

- 33 • The Constitution, Bylaws and Judicial Affairs Council has reviewed and provided input
34 on this AIR.
35 • The Credentials & Elections Committee has reviewed and provided input on this AIR.

36
37 **What We Don’t Know:**

- 38 • We don’t know if it is truly untenable for an AGD member such as a member of the
39 Board to run against an incumbent EC officer who is running for re-election or for
40 another office.

41
42 **Pros and Cons:**

43
44 **Pros:**

- 45 • The text is made less cumbersome.

- 1 • The “anti-freeze” position remains, but is limited to just a 30 day window.
2

3 **Cons:**

- 4 • None
5

6 **Executive Director/CEO Recommendations:**
7

8 **From:** Max Moses

9 **Sent:** Friday, July 13, 2018 3:54 PM

10 **To:** Daniel Buksa <daniel.buksa@agd.org>; Dr. Thomas Gorman
11 <tfgormandds@sbcglobal.net>

12 **Cc:** Christa Ojeda <Christa.Ojeda@AGD.org>; Jennifer Goler <jennifer.goler@agd.org>

13 **Subject:** RE: AGD - election declaration AIR revised - please reply
14

15 I agree that the AIR should be presented to the Board.
16

17
18 Max G. Moses, JD, CPA, MBA

19 Executive Director
20

21 **How It Fits into the Market Research:**

- 22 • N/A
23

24 **Does this conflict with the Constitution and Bylaws, an AGD HOD Policy or Board Policy?**

25 **If yes, please provide the conflict and how you propose to resolve it:**

- 26 • This is a proposed amendment to both HOD policy and the Bylaws.
27

28 **Responsible Staff Liaison & AGD member:**

29 Dr. Thomas Gorman, DDS, MAGD

30 Region 1 Trustee

31 203.869.6129

32 tfgormandds@sbcglobal.net
33

34 **Suggested Council or Agencies to Complete Action:**

- 35 • N/A
36

37 **Suggested Councils or Agencies to be Involved in Collaboration:**

38 Board

39 Constitution, Bylaws & Judicial Affairs Council

40 Credentials & Elections Council

41 Office of the Executive Director
42

43 **Board Member Approval Email:**
44
45

1 **From:** THOMAS GORMAN [mailto:tfgormandds@sbcglobal.net]
2 **Sent:** Monday, July 16, 2018 8:56 PM
3 **To:** Daniel Buksa <daniel.buksa@agd.org>
4 **Subject:** Re: AGD - election declaration AIR revised - please reply

5
6 Dan,
7
8 Thanks. Looks fine to me now.
9
10 Dr Gorman
11

12 On Monday, July 16, 2018 8:02 AM, Daniel Buksa <daniel.buksa@agd.org> wrote:
13

14 Hi Dr. Gorman,
15
16 The changes you indicated have been made. Please reply with final review.
17

18 Dan
19

20 **Division Coordinator Review Email:**

- 21 • N/A

22
23 **Board Liaison Review Email:**

- 24 • N/A

25
26 **CFO Review Email:**
27

28 **From:** Christa Ojeda
29 **Sent:** Friday, July 13, 2018 4:24 PM
30 **To:** Daniel Buksa <daniel.buksa@agd.org>; Dr. Thomas Gorman
31 <tfgormandds@sbcglobal.net>
32 **Cc:** Max Moses <Max.Moses@AGD.org>; Jennifer Goler <jennifer.goler@agd.org>
33 **Subject:** RE: AGD - election declaration AIR revised - please reply
34

35 I have reviewed the AIR and recommend it be sent to the Board for discussion.
36
37
38
39
40

AIR Addendum – HOD Policy Change Request

Action: Add _____ Revise X _____ Delete _____

Existing Policy to Revise/Delete:

Election Guidelines & Bylaws

Resolution Presented for Approval:

“Resolved, that the Election Guidelines be amended, at Paragraph VIII (e), so that they read:

A candidate will formally declare his or her candidacy for the coming year’s election to constituent officers, Regional Directors, members of the Board and council and committee chairs not earlier than ~~the latter of~~ the commencement of the AGD Board meeting III ~~or January 1st~~ of the year in which the election is held. Notwithstanding this section, all AGD officers are primarily subject to the provisions of the AGD Bylaws, Chapter IX, Section 1(B)4, which states "An AGD officer must declare for a new office within the thirty (30) days prior to Board Meeting III , and resign his or her current office effective at the close of the annual meeting pursuant Chapter IX, Section 1, paragraph D. Once an AGD officer declares for a new office, said resignation is irrevocable." Such notice may contain biographical and issue oriented information on his or her candidacy. A candidate shall not announce or circulate petitions for signatures at the preceding annual meeting. Nothing in these guidelines, including the filing deadline for other candidates, shall prohibit a candidate who makes a valid declaration of candidacy from campaigning, subject to all provisions of these guidelines.

And be it further,

Resolved, that the Bylaws be amended at Chapter IX B (4), so that they read

An AGD officer must declare for a new office ~~at least~~ within the thirty (30) days before prior to Board Meeting III, and resign his or her current office effective at the close of the annual meeting, pursuant Chapter IX, Section 1, paragraph D. Once an AGD officer declares for a new office, said resignation is irrevocable.”

Related Existing HOD Policies: Existing policies within the resolution.

Are existing AGD policies inadequate or no longer appropriate? Explain.

Dr. Gorman believes that existing policies are inadequate.

For additions/revisions, how often should this policy be reviewed? [Default is every 5 years]

Default

1 **Any documentation or literature considered in developing this submission?**

2 No.

3

4 **Other Comments?**

5 No.

6

7

Resolution 305

“Resolved, that the Bylaws be amended at Chapter IX, Section 2 A 8 so that the entire sequence is stricken, so that it reads:

~~8. To appoint, subject to the final approval of the Board, members to serve on the AGD councils and committees that are listed in Chapter XIII, Sections 2 and 3 of these Bylaws, subject to the following stipulations:~~

~~a. To have the authority with regard to AGD councils to appoint only to those positions which have an expiration date at the annual meeting at which the president assumes that office.~~

~~Council and committee appointments, that are listed in Chapter XIII, Sections 2 and 3 of these Bylaws, are subject to approval by the Board. The Board may reject specific appointments made by the president-elect until such time as the president-elect provides the Board with a suitable selection.~~

And be it further,

Resolved, that the Bylaws be amended at Chapter IX, Section 2 B, by the addition of a new paragraph 9, so that it reads:

9. To appoint, subject to the final approval of the Board, members to serve on the AGD councils and committees that are listed in Chapter XIII, Sections 2 and 3 of these Bylaws, subject to the following stipulations:

a. To have the authority with regard to AGD councils to appoint only to those positions which have an expiration date at the annual meeting at which the president assumes that office.

Council and committee appointments, that are listed in Chapter XIII, Sections 2 and 3 of these Bylaws, are subject to approval by the Board. The Board may reject specific appointments made by the president-elect until such time as the president-elect provides the Board with a suitable selection.”

AIRBIV2018#13 - Amend Bylaws to Reflect Authority of President-Elect to Make Council and Committee Appointments

Prepared by: Daniel Buksa, JD, CAE, Associate Executive Director, Public Affairs

Date of Report: July 25, 2018

Staff Resources: minimal

1 **Total Financial Cost:** none

2
3 **Budget Ramifications:** none

4
5 **Action/Timeline:** Vote by Board on its October 15 Zoom, transmission to the 2019 HOD

6
7 **BOARD RECOMMENDS ADOPTION**

8
9 *Y – Acheson, Cheney, Drumm, Dyzenhaus, Edgar, Gajjar, Gorman, Guter, Hanson, Harunani,*
10 *King, Lew, Low, Olsen, Shelly, Smith, Stillwell, Uppal, White, Wooden, Worm*

11
12 *a - Dubowsky, Winland*

13
14 *A - Gehrig, Kozelka, Tillman*

15
16 *N/A - Cordero*

17
18 **How It Fits into the Strategic Plan:**

19 Goal 5—Organizational Excellence: **Ensure that the AGD is financially viable, functions**
20 **efficiently in a cost-effective manner, and has a mutually supportive**
21 **relationship with its constituents.**

22 **Strategy 3:** Streamline the AGD governance structure and operations.

23
24 **How it Fits into the Corporate Objectives:**

- 25
 - N/A

26
27 **Introduction:**

28 This is a housekeeping resolution. The 2016 HOD approved a Bylaws amendment that provided
29 to account for the President being able to nominate members to serve as replacements for
30 vacancies on council and committee members that occurred during his or her term. These
31 replacements are of course subject to Board approval or rejection. At some point later, there
32 appears to have been an error whereby the authority to make all council and committee
33 appointments is listed within the scope of authority of the President (Chapter IX, Section 2 A 8)
34 rather than the President-Elect. AGD’s President-Elect has of course always made these
35 appointments, normally at the preceding Board meeting to his or her assumption of the
36 presidency, and again subject to the approval or rejection by the Board. This amendment
37 proposes to place that authority back under the President-Elect.

38
39 **Necessary Information:**

- 40
 - The Constitution, Bylaws and Judicial Affairs Council has approved this resolution.
 - The President will retain the authority to nominate replacements to vacancies on councils
41 or committees that occur during his or her term.

42
43
44 **What We Don’t Know:**

- 45
 - We don’t know how or why this discrepancy occurred.

1
2 **Pros and Cons:**

3
4 **Pros:**

- 5 • The proposed amendment will cure a deficiency within the Bylaws.
6

7 **Cons:**

- 8 • Opening the Bylaws to amendment poses an inherent challenge of unintended
9 consequences.

10
11 **Executive Director/CEO Recommendations:**
12

13 **From:** Max Moses

14 **Sent:** Friday, July 27, 2018 3:25 PM

15 **To:** Daniel Buksa <daniel.buksa@agd.org>; Dr. John Drumm <drjohndrumm@aol.com>;
16 Christa Ojeda <Christa.Ojeda@AGD.org>

17 **Subject:** RE: Bylaws AIR for review
18

19 I agree that this AIR should be considered by the Board.
20

21 Max G. Moses, JD, CPA, MBA
22

23 **How It Fits into the Market Research:**

- 24 • N/A
25

26 **Does this conflict with the Constitution and Bylaws, an AGD HOD Policy or Board Policy?**

27 **If yes, please provide the conflict and how you propose to resolve it:**

- 28 • Yes, this is a proposed amendment.
29

30 **Responsible Staff Liaison & AGD member:**

31 Daniel Buksa, JD, CAE, Associate Executive Director, Public Affairs

32 **888.243.7392, x. 4328**

33 Daniel.buksa@agd.org
34

35 **Suggested Council or Agencies to Complete Action:**

36 Constitution, Bylaws and Judicial Affairs Council

37 Board

38 House of Delegates
39

40 **Suggested Councils or Agencies to be Involved in Collaboration:**

41 Office of the Executive Director
42

43 **Chair Approval Email:**

44 **From:** KENNETH GARRETT [mailto:kdgdds@prodigy.net]

45 **Sent:** Saturday, July 28, 2018 6:50 AM

1 **To:** Daniel Buksa <daniel.buksa@agd.org>
2 **Subject:** Re: AGD AIR to Amend Bylaws - please reply

3
4 Dan, I have reviewed and approve the AIR attached to your email dated 7/27/2018
5
6 Ken Garrett

7 **Division Coordinator Review Email:**

- 8 • N/A
9

10 **Board Liaison Review Email:**

11
12 **From:** John Drumm [mailto:drjohndrumm@aol.com]
13 **Sent:** Friday, July 27, 2018 8:04 PM
14 **To:** Daniel Buksa <daniel.buksa@agd.org>
15 **Cc:** Max Moses <Max.Moses@AGD.org>; Christa Ojeda <Christa.Ojeda@AGD.org>
16 **Subject:** Re: Bylaws AIR for review
17 Dan
18 I approve this AIR to be sent to the Board.
19 John

20 John W. Drumm, DMD

21
22 **CFO Review Email:**

23
24 **From:** Christa Ojeda
25 **Sent:** Friday, July 27, 2018 5:34 PM
26 **To:** Daniel Buksa <daniel.buksa@agd.org>; Dr. John Drumm <drjohndrumm@aol.com>; Max
27 Moses <Max.Moses@AGD.org>
28 **Subject:** RE: Bylaws AIR for review

29
30 I have reviewed the AIR and recommend it be sent to the Board.

31
32 Christa

33
34
35 **Christa Ojeda, CPA**
36
37
38
39

1 **Advocacy Fund Annual Report**

2
3 Advocacy Fund Committee

- 4
- 5 1. The Advocacy Fund Committee shall consist of three (3) members; one (1) member shall
6 be the incumbent Treasurer; one (1) member shall be the incumbent Chair of the Budget
7 & Finance Committee; one (1) member serving a one year term, shall be a Trustee who is
8 not the Chair of the Budget & Finance Committee, but who ideally has advocacy
9 experience. The President shall appoint one of the aforementioned members as chair.
10
 - 11 2. It shall be the duty of this committee:
12
 - 13 a. To monitor the Advocacy Fund’s balance;
 - 14 b. To determine the Advocacy Fund’s appropriate balance on a yearly basis;
 - 15 c. To ensure all administrative details of the fund are executed, inclusive of marketing
16 efforts;
 - 17 d. Other appropriate actions relative to the fund which are not covered by other entities
18 designated by the Advocacy Fund Implementation Plan adopted by the Board in Jan.
19 2010., and be it further
20
 - 21 3. To adhere to the Sunset Review Process and Schedule outlined in Policy Type V.: Board
22 Policy Statements.
23
 - 24 4. Each Council and Committee shall evaluate the revenues and expenses pricing of all its
25 programs and services annually as part of the budget process. Additionally, each Council and
26 Committee shall provide a complete revenue and expense analysis to the Board at Board
27 Meeting IV at least every three years, beginning 2019.
28
 - 29 5. AGD staff will send out to each council, committee, or other agency member along with
30 any member collaborating on any AGD business the Code of Conduct form to be
31 completed by said individual at the beginning of each governance year. Each covered
32 individual will submit to their staff liaison an accurately completed form, including
33 particular attention paid to any companies that may have remunerated said covered
34 individual and subsequently reported such remuneration to the federal government’s
35 reporting structure under the Sunshine Act. The staff liaison will compile all of their
36 individual’s forms, and share them with their chairperson and also the executive office
37 staff, who will in turn, forward them to the Audit Committee for further review.
38

39 **Description**

40 The Advocacy Fund is monitored by the Advocacy Fund Committee, a sub-committee of the
41 Board.

42
43 The Advocacy Fund was created to confront the challenges states face by the push to allow non-
44 dentist midlevel providers to act as primary dental care practitioners. It also serves as a way to

1 prepare for the unpredictable consequences of federal legislation and regulations that affect
2 general dentistry.

3
4 **Contributions for 2017**

5 In 2017, a total of \$40,538.00 was donated to the Advocacy Fund by AGD members. This was
6 an increase of \$9,084.00 (28.8%) compared to the total donated in 2016, \$31,454.00.

7
8 A total of 601 AGD members contributed to the Fund.

- 9
10 - 63% of contributors donated in the range of \$1 - \$99
11 - 34% of contributors donated in the range of \$100 - \$199
12 - 2% of contributors donated in the range of \$200 - \$299
13 - 0.3% of contributors donated in the range of \$300 - \$399
14 - 0% of contributors donated in the range of \$400 - \$499
15 - 0.6% of contributors donated in the range of \$500 - \$599
16 - 0.1% of contributors donated an amount at, or above, \$1,000

17
18 **Expenditures**

19 In 2017-2018, there were two expenditures. One for \$30,000 went to PA AGD to fund lobbying
20 on independent hygiene legislation. The other was for \$10,000 for partial funding for AGD to
21 host an Independent Midlevel Provider conference.

22
23 **Conclusion**

24 The Advocacy Fund Committee is committed to engaging members to donate to the Fund and
25 finding opportunities to use the Fund to further the advocacy efforts of the Academy of General
26 Dentistry when appropriate.

27
28 Respectfully Submitted,

29
30 Dr. Eric N. Shelly, DMD, MAGD, Chair
31 Dr. Mohamednazir F. Harunani, DDS, MAGD
32 Dr. Sanjay Uppal, DDS, FAGD

33
34
35 **From:** Eric Shelly [mailto:ericshelly@verizon.net]

36 **Sent:** Friday, July 13, 2018 1:13 PM

37 **To:** Shea Felde <Shea.Felde@AGD.org>

38 **Cc:** Michael Toner <Michael.Toner@AGD.org>; Daniel Buksa <daniel.buksa@agd.org>

39 **Subject:** Re: 2018 HOD Advocacy Fund Report

40
41 Thanks Shea

42 I approve

43 Eric Shelly

44 Sent from AOL Mobile Mail

1 **Constitution, Bylaws and Judicial Affairs Council Annual Report**

2
3 Constitution, Bylaws and Judicial Affairs Council

- 4
5 1. The Constitution, Bylaws and Judicial Affairs Council shall be composed of six (6)
6 members including the chairperson.
7
8 2. It shall be the duty of this council:
9
10 a. To study and make recommendations to both the Board and the HOD on any
11 proposed change in the Constitution and Bylaws;
12
13 b. To recommend amendments or interpretations of the Constitution and Bylaws of the
14 AGD;
15
16 c. To maintain a file in the AGD office of copies of constituent and component AGD’s
17 constitutions and bylaws;
18
19 d. To hear appeals on censure, suspension of membership, or expulsion from a
20 constituent AGD;
21
22 e. To act on the appeals from dentists who have been denied access to AGD
23 membership by a constituent Board;
24
25 f. To keep minutes of any disciplinary proceedings;
26
27 e. Monitoring any necessary Bylaws changes in the regional governance structure of
28 Regions 15 and 16.
29
30 f. To annually review Article IX, Principles of Ethics, of the AGD Constitution and to
31 report to the Board Meeting IV annually any recommended changes...."
32
33 3. To adhere to the Sunset Review Process and Schedule outlined in Policy Type V.: Board
34 Policy Statements.
35
36 4. Each Council and Committee shall evaluate the revenues and expenses pricing of all its
37 programs and services annually as part of the budget process. Additionally, each Council
38 and Committee shall provide a complete revenue and expense analysis to the Board at Board
39 Meeting IV at least every three years, beginning 2019.
40
41 5. Annually review Article IX, Principle of Ethics of the AGD Constitution and Bylaws, and
42 an AIR be sent to the Board.
43
44 6. AGD staff will send out to each council, committee, or other agency member along with any
45 member collaborating on any AGD business the Code of Conduct form to be completed by

1 said individual at the beginning of each governance year. Each covered individual will
2 submit to their staff liaison an accurately completed form, including particular attention paid
3 to any companies that may have remunerated said covered individual and subsequently
4 reported such remuneration to the federal government’s reporting structure under the
5 Sunshine Act. The staff liaison will compile all of their individual’s forms, and share them
6 with their chairperson and also the executive office staff, who will in turn, forward them to
7 the Audit Committee for further review.

8
9 **Highlights of the year**

10
11 The council met electronically to discuss several items that were referred from the Board, constituents and/or staff.
12 The council deliberated on and reported the following:

- 13
14 • A request to interpret the eligibility of a current member of the Scientific Meetings
15 Council (SMC) to serve subsequently on the Local Advisory Committee (LAC) and what
16 would constitute a “break in service.”
17
- 18 • A request to determine whether a proposal to adopt an “anti-nepotism” amendment to the
19 Bylaws, conflicted with the Bylaws.
20
- 21 • A request to determine whether a proposal to adopt an amendment to the Bylaws to
22 sunset the office of Immediate Past President (IPP), conflicted with the Bylaws.
23
- 24 • A request to determine whether a proposal to adopt an amendment to the Bylaws to
25 change the length and number of terms for the Board, Regional Directors and
26 council/committee members, conflicted with the Bylaws.
27
- 28 • A request to determine whether a proposal to adopt an amendment to the Bylaws to
29 preclude eligibility of felons to serve as AGD Officers, Board members or Regional
30 Directors, conflicted with the Bylaws.
31
- 32 • The council does not have any recommendations for amendment to Article IX of the
33 AGD Constitution (Principles of Ethics).
34

35 **CONCLUSION**

36
37 The council is honored to offer its expertise and assistance in the administration, interpretation
38 and implementation of the AGD’s Constitution & Bylaws.

39
40 Respectfully submitted,

41
42 Dr. Kenneth D. Garrett, Chairperson
43 Dr. Sami M. Ghareeb

1 Dr. Robert L. Ramus
2 Dr. Dawn M. Rickert
3 Dr. Samer G. Shamoon
4 Dr. Larry N. Williams

5

6 **CONTACT INFORMATION**

7

8 Dr. Kenneth D. Garrett, DDS, MAGD
9 Chairperson
10 kdgdds@prodigy.net

11

12 **From:** KENNETH GARRETT [mailto:kdgdds@prodigy.net]

13 **Sent:** Wednesday, May 30, 2018 6:22 AM

14 **To:** Daniel Buksa <daniel.buksa@agd.org>

15 **Subject:** Re: AGD - annual report of the Constitution, Bylaws and Judicial Affairs Council -
16 please reply

17 Dan, I approve the report. I would also like to express my appreciation for all of the hard work
18 you do for the Council!

19

20 Doc

21

22

23

24

25

1 **Dental Practice Council Annual Report**

2
3 **Charge of the Dental Practice Council**

- 4
- 5 1. The Dental Practice Council shall consist of ten (10) members, including the chairperson.
- 6
- 7 2. It shall be the duty of the council:
- 8
- 9 a. To advocate for the general dentist as well as the public on all factors that affect the
- 10 practice of general dentistry;
- 11
- 12 b. To evaluate, study, and disseminate information on the planning, administration, and
- 13 financing of various dental care programs which might place limitations on the
- 14 general practitioner and make recommendations where appropriate;
- 15
- 16 c. To investigate and study prepayment and post payment plans for dental care and
- 17 make recommendations where appropriate;
- 18
- 19 d. To evaluate, study, and disseminate information on all matters pertaining to the dental
- 20 health of the public and make recommendations where appropriate;
- 21
- 22 e. To evaluate, study, and disseminate information involving dental informatics,
- 23 materials, and devices and make recommendations as appropriate.
- 24
- 25 f. To evaluate, study and disseminate information on the planning, management,
- 26 administration, economics and finances of the practice of dentistry.
- 27
- 28 3. The chairperson of the Legislative and Governmental Affairs Council may serve as a
- 29 consultant to this council without the right to vote.
- 30
- 31 3. To adhere to the Sunset Review Process and Schedule outlined in Policy Type V.: Board
- 32 Policy Statements.
- 33
- 34 4. Each Council and Committee shall evaluate the revenues and expenses pricing of all its
- 35 programs and services annually as part of the budget process. Additionally, each Council
- 36 and Committee shall provide a complete revenue and expense analysis to the Board at Board
- 37 Meeting IV at least every three years, beginning 2019.
- 38
- 39 5. AGD staff will send out to each council, committee, or other agency member along with
- 40 any member collaborating on any AGD business the Code of Conduct form to be
- 41 completed by said individual at the beginning of each governance year. Each covered
- 42 individual will submit to their staff liaison an accurately completed form, including
- 43 particular attention paid to any companies that may have remunerated said covered
- 44 individual and subsequently reported such remuneration to the federal government's

1 reporting structure under the Sunshine Act. The staff liaison will compile all of their
2 individual's forms, and share them with their chairperson and also the executive office
3 staff, who will in turn, forward them to the Audit Committee for further review.
4

5 **Highlights of the Council's 2017-2018 Activities**

- 6
- 7 1. Developed policy recommendations on dental benefits for the **Medicare** population.
- 8 2. Supported development of a **Midlevel Provider Conference**.
- 9 3. Analyzed economic advantages procured by **Dental Service Organizations** and
10 recommended that the Group Benefits Council establish relationships with group
11 purchasing organizations.
- 12 4. Represented the AGD before the **Code Maintenance Committee** and achieved a 95%
13 success rate.
- 14 5. Analyzed members' **dental benefits advocacy** needs and in the process of developing
15 solutions.
- 16 6. Engaged in the groundwork leading to AGD's conditional endorsement of the ADA's
17 **Community Dental Health Coordinator**.
- 18 7. Produced educational documents including on **HPV/oral cancer** and on **oral hygiene** as
19 well as an FAQ on the **Amalgam Separator Rule**.
- 20 8. Endorsed the **Infection Control Consortium's (ICC)** master curriculum elements for
21 infection control.
- 22 9. Filed comments to the **U.S. Food & Drug Administration (FDA)** on **off-label uses** of
23 legally-marketed products, and on prescribing interventions for **opioids**.
- 24

25 **Collaboration with the Legislative & Governmental Affairs (LGA) Council**

26 Midlevel Provider Conference

27 The DP and LGA Councils affirmed the desire for a Midlevel Provider Conference to be held
28 ASAP, and added a request for a tangible and reusable outcome from the conference.
29

30 Medicare Policy Positions

31 The council recommended policy positions on dental benefits for the Medicare population,
32 advocating against the inclusion of dental benefits in Medicare Part B and in favor of private
33 solutions. The LGA Council joined the DP Council in its recommendation. Eighty-five percent
34 of the two councils voted in support of the statements.
35

36 Community Dental Health Coordinator (CDHC)

37 In January, the councils received a presentation from Dr. Jane Grover, Director, ADA Council on
38 Advocacy for Access and Prevention (formerly, Council on Access, Prevention, and
39 Interprofessional Relations), requesting AGD's support for the ADA's CDHC program. Dr.
40 Grover informed the councils that both clinical modules formerly included in the CDHC pilot
41 curricula, which the AGD had opposed, had been removed. The councils recommended further
42 conversation between the officers of the ADA and AGD to explore AGD support. Subsequent to
43 such conversation, the AGD endorsed the CDHC, on the condition that it continue to exclude
44

1 clinical modules. In light of the AGD’s conditional endorsement of the CDHC, the DP and LGA
2 Councils recommend seeking a CDHC license and implementing CDHC training as next steps.

3
4 Opioids

5 Dental Practice & Policy staff developed talking points and other resources for use by the LGA
6 Council and staff at AGD Hill Day 2018.

7
8 Other Matters

9 The councils affirmed existing AGD HOD policy supporting education of the profession and the
10 public on HPV and oral cancer, as sufficient to address this topic from a policy perspective. On
11 this topic, the councils also acknowledged the work of the Dental Practice & Policy staff and the
12 Dental Practice Council on development of educational papers on HPV/oral cancer and oral
13 hygiene.

14
15 Medicare Policy

16
17 The Manager, Dental Practice & Policy, led the yeoman’s effort, in collaboration with the Dental
18 Practice Council, to develop a policy paper on dental benefits for the Medicare population,
19 including four policy positions. The four policy positions have been presented to the Board for
20 forwarding to the 2018 HOD, while the council, in conjunction with the LGA Council, continues
21 to work with staff to refine the policy paper.

22
23 Competing with Dental Service (formerly, Support) Organizations (DSOs)

24
25 The council researched DSOs’ group savings and reimbursement leverage, and whether AGD
26 should launch a group purchasing organization (GPO), or partner with existing GPOs. Other
27 associations, such as the California Dental Association, have had mixed results with starting a
28 GPO. The council requested the Group Benefits Council to pursue contracts with existing GPOs
29 rather starting an AGD GPO, at this time.

30
31 Dental Benefits Advocacy

32
33 The council analyzed anecdotal data and discussed seven possible solutions of expanding the
34 AGD’s services to help members with dental benefits challenges, and requested additional
35 research on the cost, efficacy, and prospective ROI of adding a dedicated staff to proactively
36 tackle dental benefits issues. The council will present its recommendations after further review
37 and discussion.

38
39 Comments to the U.S. Food & Drug Administration (FDA)

40
41 The council worked with staff on filing of comments, drafted by the Manager, Dental Practice &
42 Policy, to the FDA. The first comment to the FDA addressed amendments to regulations on
43 intended uses (off-label use) of drugs, devices, combination products and tobacco. Consistent
44 with AGD HOD policy, the AGD comment supported off-label use of legally marketed products,
45 including SDF, where consistent with scientific and professional judgment. The second comment

1 filed to the FDA addressed prescribing interventions for opioids, illustrating dentistry’s active
2 engagement in solutions, without supporting unduly onerous regulations.

3
4 **Educational/Informational Guidance**

5
6 The council approved educational/informational papers on HPV/oral cancer, as well as on oral
7 hygiene, for online dissemination. Additionally, the council approved an FAQ on the Amalgam
8 Separator Rule which is online, and has been received well by inquiring members. These
9 documents were developed by the Manager, Dental Practice & Policy.

10
11 **Code Maintenance Committee (CMC) Representation**

12
13 The AGD exercised its vote on all 66 CDT code change requests to the Code Maintenance
14 Committee (CMC) through its representative Dr. Ralph Cooley. The council is pleased that the
15 decisions of the CMC at its Spring 2018 meeting aligned with the votes of the council on 95% of
16 submissions.

17
18 Of note, various requests by the Dental Hygiene Focus Group to remove reference to dentists’
19 providing diagnoses were defeated. A new code for a blood glucose level test was added.
20 Additionally, a code for “infiltration of sustained release therapeutic drug” was added, enabling
21 coding for use of alternatives to opioids. At an administrative level, codes for translation services
22 and duplication of patient records were also added.

23
24 **Biomimetic Dentistry**

25
26 The council was pleased to receive a presentation from biomimetic dentistry, requesting
27 assistance with development of a new CDT code set for biomimetic techniques. While the
28 council found no further action to be taken, the council will continue to monitor this issue.

29
30 **Scouts’ Dentistry Series**

31
32 At the request of the Executive Committee, the council considered renewal of the effort to
33 provide guidance to the Scouts BSA (aka, Boy Scouts of America) and the Girl Scouts with
34 regard to dentistry guides, and recommended that, should AGD leadership still wish to pursue
35 this matter, the respective organizations’ headquarters be solicited to gauge if they have any
36 interest in AGD’s assistance.

37
38 **Conclusion**

39
40 The council is honored to have had the opportunity to deliberate and determine solutions for the
41 many issues that are of great importance to the dental profession, organized dentistry, and the
42 AGD. We look forward to continuing this significant and substantial work for the benefit of our
43 patients and our profession. We will endeavor to meet all upcoming challenges in the spirit of
44 wisdom and service.

1 Respectfully submitted,
2
3 Dr. Dr. Steven Ghareeb, Chair
4 Dr. Myron Bromberg
5 Dr. Pedro Castro
6 Dr. Ralph Cooley
7 Dr. David Greenwell
8 Dr. Joseph Hagenbruch
9 Dr. Mark Jurkovich
10 Dr. Tyler Scott
11 Dr. Bipin Sheth
12 Dr. David Williams

13
14 **Responsible Council/Committee Chair & Primary Staff Liaison**

15
16 Steven A. Ghareeb, DDS, FAGD
17 Chair, Dental Practice Council
18 304.744.3333 - p
19 sstevenamos@aol.com

20
21 Srinivasan Varadarajan, JD
22 Director, Dental Practice & Policy
23 312.440.4973 - p
24 srini.varadarajan@agd.org

25
26
27
28 **From:** Steven Ghareeb [mailto:sstevenamos@aol.com]
29 **Sent:** Monday, July 16, 2018 1:10 PM
30 **To:** Srinivasan Varadarajan <Srinivasan.Varadarajan@AGD.org>
31 **Subject:** Re: Please Review/Approve - Dental Practice Council Annual Report 2018

32
33 Approved.

34
35 Great job
36 steven

37
38
39
40
41
42

1 **Legislative and Governmental Affairs Council Annual Report**

2
3 Legislative and Governmental Affairs Council

- 4
- 5 1. The Legislative and Governmental Affairs Council shall be composed of nine (9)
 - 6 members, including the chairperson.
 - 7
 - 8 2. It shall be the duty of this council:
 - 9
 - 10 a. To advocate for the general dentist as well as the public on all regulatory and
 - 11 legislative matters that affect the practice of general dentistry.
 - 12
 - 13 b. To study legislation that affects the dental profession and the public which it serves;
 - 14
 - 15 c. To convey its recommendations to the Board for implementation.
 - 16
 - 17 3. The chairperson of the Dental Practice Council may serve as a consultant to the
 - 18 Legislative and Governmental Affairs Council without the right to vote.
 - 19
 - 20 4. To adhere to the Sunset Review Process and Schedule outlined in Policy Type V.: Board
 - 21 Policy Statements.
 - 22
 - 23 5. Each Council and Committee shall evaluate the revenues and expenses of all its programs
 - 24 and services annually as part of the budget process. Additionally, each Council and
 - 25 Committee shall provide a complete revenue and expense analysis to the Board at the
 - 26 Board Meeting IV at least every three years, beginning 2019.
 - 27
 - 28 6. AGD staff will send out to each council, committee, or other agency member along with
 - 29 any member collaborating on any AGD business the Code of Conduct form to be
 - 30 completed by said individual at the beginning of each governance year. Each covered
 - 31 individual will submit to their staff liaison an accurately completed form, including
 - 32 particular attention paid to any companies that may have remunerated said covered
 - 33 individual and subsequently reported such remuneration to the federal government's
 - 34 reporting structure under the Sunshine Act. The staff liaison will compile all of their
 - 35 individual's forms, and share them with their chairperson and also the executive office
 - 36 staff, who will in turn, forward them to the Audit Committee for further review.
 - 37

38 **Highlights of the Year**

39 The Legislative and Governmental Affairs (LGA) Council met twice during the 2017 – 2018

40 governance year: January 12 – 13, 2018, and May 18 – 19, 2018.

41

42 At the January 12 -13, 2018, Divisional Council Meeting, the Council determined that the

43 following would be its priority issues for 2018: oral health literacy and awareness, continued

44 collaboration with Centers for Medicare and Medicaid Services (CMS) and Health Resources

1 and Services Administration (HRSA), and monitoring the midlevel provider issues and acting on
2 related legislation as needed.

3
4 **Health Resources and Services Administration (HRSA)**

5 The Legislative and Governmental Affairs Council continued its quarterly conference calls with
6 HRSA and AGD leaders. These calls focused on opportunities for collaboration on oral health
7 literacy programs and disseminating information.

8
9 **Centers for Medicare and Medicaid Services (CMS)**

10 The Legislative and Governmental Affairs Council also continued its quarterly conference calls
11 with CMS and AGD leaders.

12
13 A frequent topic of discussion during these calls has been the importance of dental homes, and
14 possible areas of collaboration between the AGD and CMS.

15
16 **Advocacy Engagement Tools**

17 The AGD has continued its contract with the advocacy engagement tool, VoterVoice. Staff has
18 found this tool and its ease of use to be very beneficial in continuing its advocacy efforts. Alerts
19 can be sent that combine email and twitter campaigns into a simplified, streamlined process for
20 participating members.

21
22 VoterVoice was purchased by FiscalNote, the AGD's legislative and regulatory tracking service,
23 in the summer of 2017. The combination of these two high-performing tools is an exciting
24 prospect for the future of the AGD's advocacy efforts.

25
26 **Highlights from the 2018 January Division Council Meeting include:**

27
28 The Council together with the DP Council, discussed an Action Item Report regarding
29 mandatory vaccinations for the Human Papillomavirus, and decided decided instead to
30 supporting existing AGD HOD policy on HPV. ~~to support vaccination in accordance with~~
31 ~~CDC guidelines.~~

32
33 ~~The Council recommended to the Executive Committee that a workgroup be created,~~
34 ~~tasked with updating official AGD policy regarding oral health benefits for the Medicare~~
35 ~~population.~~ The Council looked forward to working with DP to continue the effort on
36 development of policy on dental benefits for the Medicare population.

- 37
38 - With the Dental Practice Council, the Legislative and Governmental Affairs Council
39 recommended that the AGD Executive Committee further collaborate with the American
40 Dental Association (ADA) leadership about the Community Dental Health Coordinator
41 (CDHC) program. Dr. Jane Grover provided a presentation on this subject matter.

42
43 **Highlights from the 2018 May Division Council Meeting include:**

44

- 1 - The Legislative and Governmental Affairs Council directed staff to reach out to Congress
2 via letter, expressing concern and dismay that there is not dental leadership at the Centers
3 for Disease Control & Prevention and the Centers for Medicare & Medicaid Services,
4 specifically Chief Dental Officer positions.
5
- 6 - The Council requested the Dental Practice Council and staff to create a document listing
7 alternatives to opioids, for distribution to AGD members and for use at the AGD 2018
8 Hill Day for attendees to distribute to legislators.
9
- 10 - In 2018, advocacy training seminars will be held via webinars. The Legislative and
11 Governmental Affairs Council requested a Zoom conference call to be scheduled for the
12 Council following the first advocacy training zoom to discuss the successes and areas for
13 improvement.
14
- 15 - The Legislative and Governmental Affairs Council directed staff to research investing in
16 the National Academy of Medicine’s for the purpose of being invited to attend the
17 December Roundtable on health literacy and oral health, including comparison of the
18 “Integrating Oral Health, Primary Care, and Health Literacy: Considerations for Health
19 Professional Practice, Education, and Policy” to AGD policy, and directed the Chair of
20 the Council to create a taskforce to act as experts in the creation of the AIR and Business
21 Plan.
22
- 23 - The Legislative and Governmental Affairs Council, with the Dental Practice Council,
24 discussed and supported a training focused on the issue of dental therapists (mid-level
25 providers), with the goal of producing a toolkit. This would be a Mid-Level Provider
26 Conference.
27
- 28 - The Legislative and Governmental Affairs Council, with the Dental Practice Council,
29 recommended adoption certain policy positions regarding dental benefits in Medicare.
30
- 31 - The Legislative and Governmental Affairs Council, with the Dental Practice Council,
32 discussed and determined that the AGD would seek to obtain a license for the
33 Community Dental Health Coordinator modules.
34

35 **Federal Advocacy Efforts**

36 The AGD created a new member position to assist with its advocacy efforts, titled Congressional
37 Liaison. In 2018, Dr. Myron Bromberg, DDS, fulfilled this role.
38

39 AGD President Manuel Cordero, DDS, CPH, MAGD, traveled to Washington D.C. to advocate
40 on behalf of the AGD’s advocacy agenda and urge support for oral health literacy funding at the
41 Health & Human Services agency (HHS), along with Dr. Bromberg, in April of 2018.
42

43 **State Advocacy Efforts**

44 AGD government relations staff provided assistance for AGD constituents taking action on
45 legislative issues in Arizona, Connecticut, Florida, Michigan, Ohio, Pennsylvania, and

1 Wisconsin. Assistance provided to constituents included the creation of letter-writing campaigns,
2 drafting testimony, and providing alerts leading up to legislative developments.

3
4 At the January, 2018 DCM Meeting of the LGA Council, a workgroup of LGA Council
5 members was formed with the task of reviewing and summarizing materials and testimonies
6 related to midlevel provider legislation throughout state legislative sessions in 2018. The
7 resulting document, presented at the May, 2018 DCM meeting, will be used to assist constituents
8 in their advocacy efforts in future legislative sessions.

9 10 **State Advocacy Training**

11 For 2018, at the direction of the LGA Council and the AGD Board, the AGD transitioned the
12 format of state advocacy trainings from in-person meetings taking place at AGD headquarters, to
13 a webinar format, in which members can participate from their home or office computer. The
14 LGA Council set a goal of having 30 members attend a state advocacy training webinar.

15
16 Currently, there are two scheduled dates for the webinars: Friday, July 20, and Monday, August
17 13.

18 19 **American Legislative Exchange Council (ALEC) & National Conference of State 20 Legislators (NCSL)**

21 The AGD will be exhibiting at the American Legislative Exchange Council's (ALEC) 2018
22 Annual Meeting in New Orleans, Louisiana, and the National Conference of State Legislators
23 (NCSL) 2018 Legislative Summit in Los Angeles, California. The events have thousands of
24 attendees, consisting mostly of legislators, legislative staff, government officials, and lobbyists,
25 and provides an opportunity for the AGD to discuss with attendees the AGD's policy priorities,
26 as well as providing them with information about the general dentistry profession.

27
28 AGD staff and leadership will be present at the AGD's booths at both events, and will be
29 handing out complimentary oral health products to interested legislators.

30 31 32 **Hill Day**

33 On June 18 – 19, 2018, 36 Academy of General Dentistry members and student members
34 traveled to Washington, DC, to lobby for general dentistry. This is the maximum number of
35 attendees budgeted for.

36
37 On Monday, June 18, attendees heard from the following speakers and panelists:

- 38 - AGD President Manuel A. Cordero, DDS, CPH, MAGD
- 39 - Pat O'Connor, AGD Washington Representative
- 40 - Rocky Napier, DMD, LGA Council Member
- 41 - Lynn Mouden, DDS, MPH, Vice President, Dental Director – Quality and Performance at
42 Avesis – Essential Benefits
- 43 - Captain Renee Joskow, USPHS, DDS, MPH, FAGD – Chief Dental Officer, Health
44 Resources & Services Administration
- 45 - Rep. Mark Meadows (R – NC)

1
2 On Tuesday, June 19, Rep. Mike Simpson, DDS, (R – ID) gave the keynote address.

3
4 Following the morning's activities, attendees held more than 70 meetings with their legislators.
5 Attendees came from 25 states to participate in the event.

6
7 **Conclusion**

8 The LGA is committed to ensuring that the voice of the general dentist is heard in Congress, the
9 halls of state legislatures and before state and federal regulating bodies. It is a fervent hope of the
10 Council that enthusiasm in advocating and representing the general dentist will continue to build
11 and will gain momentum at the constituent level, where it will be critical that members actively
12 demonstrate their commitment to representing the interests of their patients and their profession.

13
14 Respectfully Submitted,

15
16 Dr. Joseph Battaglia, Chair
17 Dr. Brad Anderson
18 Dr. Jose Cazares
19 Dr. Garry Feldman
20 Dr. Steven G. Feldman
21 Dr. Narpat S. Jain
22 Dr. Michael Kaner
23 Dr. Gigi Meinecke
24 Dr. Rocky Napier
25 Dr. Guy E. Acheson, Board Liaison
26 Dr. Gerald J. Botko, Division Coordinator
27 Dr. Myron J. Bromberg, Consultant
28 Dr. Joseph Hagenbruch, Consultant
29 Dr. Steven Ghareeb, Consultant

30
31 From: battagja@prodigy.net [mailto:battagja@prodigy.net]
32 Sent: Monday, July 16, 2018 4:10 PM
33 To: Michael Toner <Michael.Toner@AGD.org>
34 Subject: RE: LGA HOD Report

35
36 Reviewed and approved
37 JB

38
39 Joseph A. Battaglia, MS, DMD
40 516 Hamburg Turnpike Suite #9
41 Wayne, NJ 07470

42
43 (o) 973.595.1888
44 (f) 973.595.1353
45



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15

Reports to be reviewed by the

Reference Committee on
Continuing Education

Friday, November 2, 2018

4:00 - 5:30 p.m.

Room S102BCD – McCormick Place South Building

1 Resolution 201

2
3 **"Resolved that Policy 2015:309-H-6 be amended as follows.**

4
5 **2015:309-H-6 ~~"Resolved, that HOD Policy 2014:107-H-6 be amended to read:~~**

6
7 **~~"Resolved, that the AGD take advantage of super saver and other discounted airfares~~**
8 **~~whenever possible in scheduling meetings and be it further~~**

9
10 **~~Resolved, that officers, members of the Board, Council and Committee be encouraged to~~**
11 **~~take advantage of super saver airfares by:~~**

12
13 **1. ~~Offering an extra per diem to an individual staying over on a Saturday night when~~**
14 **~~the savings in airfare more than compensates for it.~~**

15
16 **2. ~~Holding Board Meetings within the continental United States in locations where~~**
17 **~~Board members can be encouraged to stay over on a Saturday night to obtain a~~**
18 **~~super saver airfare, and be it further~~**

19
20 **"Resolved, that all Council and Committee Meetings be held in Chicago except for:**

21
22 **1. Meetings of the ~~Annual Meetings Council~~ Scientific Meeting Council which may be**
23 **held at sites selected for ~~Annual~~ Scientific Meetings to be held within three years.**

24
25 **2. Such other meetings as the President may deem necessary which have to be moved**
26 **to a location outside of Chicago because of justifiable logistical reasons, where the**
27 **total cost of the airfare will be less or not appreciably more than it would have been**
28 **held in Chicago.**

29
30 **3. Any meeting held in conjunction with the AGD's Annual or Scientific Meeting.**

31
32 **4. Any meeting held in conjunction with the American Dental Association's Annual**
33 **Meeting."**

34
35 **AIRBII2018#01 - Amend HOD Policy 2015:309-H-6**

36
37 **Prepared by:** Jennifer Goler, Associate Director, Governance

38
39 **Date of Report:** January 18, 2018

40
41 **Staff Resources:** \$50

42
43 **Total Financial Cost:** None

44
45 **Budget Ramifications:** None

46
47 **Action/Timeline:** Vote at 17-18 Board Meeting II and 2018 HOD

48
49 **BOARD RECOMMENDS ADOPTION**

1
2 *Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gehrig, Gorman, Guter, Hanson, Harunani,*
3 *King, Kozelka, Lew, Low, Olsen, Shelly, Smith, Stillwell, Tillman, Uppal, White, Wooden, Worm*

4
5 *A – Winland*

6
7 *N/A - Cordero*

8
9 **How It Fits into the Strategic Plan:**

10 Goal 5—Organizational Excellence: Ensure that the AGD is financially viable, functions
11 efficiently in a cost-effective manner, and has a mutually supportive relationship with its
12 constituents.

13 Strategy 1: Ensure the fiscal soundness of the AGD.

14 Strategy 2: Improve the effectiveness and efficiency of AGD Headquarters operations.

15 Strategy 3: Streamline the AGD governance structure and operations.

16
17 **How it Fits into the Corporate Objectives:**

- 18
 - N/A

19
20 **Introduction:**

21 While reviewing policies it came to staff’s attention that this policy needed to be updated. After
22 the separation of the House of Delegates and the Scientific Session this policy needs to be
23 brought into compliance. Additionally, super saver fares are no longer an industry standard.

24
25 **Necessary Information:**

- 26
 - Dr. Bryan Edgar, Speaker of the House, has reviewed and approved this report.
 - Ms. Christa Ojeda, Chief Financial Officer, has reviewed and approved this report.

27
28
29 **What We Don’t Know:**

- 30
 - We don’t know what airfares will look like in the future.

31
32 **Pros and Cons:**

33
34 **Pros:**

- 35
 - Amending policies will keep the policy manual current.

36
37 **Cons:**

- 38
 - None

39
40 **Executive Director/CEO Recommendations:**

41 **From:** Max Moses

42 **Sent:** Wednesday, February 28, 2018 3:55 PM

43 **To:** Jennifer Goler <jennifer.goler@agd.org>

44 **Subject:** RE: observations about the council meetings

45
46 I recommend this AIR for discussion by the Board.

1
2 Max G. Moses, JD, CPA, MBA
3 Executive Director
4 Academy of General Dentistry
5 560 W. Lake St., Sixth Floor
6 Chicago, IL 60661-6600
7 312.440.4303 Direct
8 888.AGD.DENT Main
9 888.243.7392 Exclusive AGD Leader Line
10 312.335.3438 Fax
11 Max.Moses@agd.org
12 www.agd.org

13 **How It Fits into the Market Research:**

- 14 • N/A

15
16 **Does this conflict with the Constitution and Bylaws, an AGD HOD Policy or Board Policy?**
17 **If yes, please provide the conflict and how you propose to resolve it:**

- 18 • This would amend HOD Policy.

19
20 **Responsible Staff Liaison & AGD member:**

21 Jennifer Goler
22 Associate Director, Governance
23 312-440-4302 – p
24 jennifer.goler@agd.org

25
26 **Christa Ojeda**
27 **Chief Financial Officer**
28 **312-440-4315 – p**
29 christa.ojeda@agd.org

30
31 **Suggested Council or Agencies to Complete Action:**
32 Governance

33
34 **Suggested Councils or Agencies to be Involved in Collaboration:**
35 Governance

36
37 **Chair Approval Email:**
38 • N/A

39
40 **Division Coordinator Review Email:**
41 • N/A

42
43 **Board Liaison Review Email:**
44 • N/A

45
46 **CFO Review Email:**

1 **From:** Christa Ojeda
2 **Sent:** Wednesday, February 28, 2018 3:03 PM
3 **To:** Jennifer Goler <jennifer.goler@agd.org>
4 **Subject:** RE: observations about the council meetings
5
6 Jennifer,
7
8 I have reviewed the AIR and approve it to go to the Board for deliberation.
9
10 Christa

1 AIR Addendum – HOD Policy Change Request

2
3
4 **Action:** Add _____ Revise x Delete _____

5
6
7 **Existing Policy to Revise/Delete:**

2015:309-H-6 “Resolved, that HOD Policy 2014:107-H-6 be amended to read:

"Resolved, that the AGD take advantage of super saver and other discounted airfares whenever possible in scheduling meetings and be it further

8
9 Resolved, that officers, members of the Board, Council and Committee be encouraged to take advantage of super saver airfares by:

- 10
11
12 1. Offering an extra per diem to an individual staying over on a
13 Saturday night when the savings in airfare more than compensates
14 for it.
15
16 2. Holding Board Meetings within the continental United States in
17 locations where Board members can be encouraged to stay over on a
18 Saturday night to obtain a super saver airfare, and be it further

19
20 "Resolved, that all Council and Committee Meetings be held in Chicago
21 except for:

- 22
23 1. Meetings of the Annual Meetings Council which may be held at sites
24 selected for Annual Meetings to be held within three years.
25
26 2. Such other meetings as the President may deem necessary which
27 have to be moved to a location outside of Chicago because of
28 justifiable logistical reasons, where the total cost of the airfare will
29 be less or not appreciably more than it would have been held in
30 Chicago.
31
32 3. Any meeting held in conjunction with the AGD's Annual Meeting.
33
34 4. Any meeting held in conjunction with the American Dental
35 Association's Annual Meeting."
36
37

38 **Resolution Presented for Approval:**

39
40 “Resolved that Policy 2015:309-H-6 be amended as follows.

41
42 2015:309-H-6 ~~“Resolved, that HOD Policy 2014:107-H-6 be amended to read:~~

43
44 ~~"Resolved, that the AGD take advantage of super saver and other discounted airfares whenever~~
45 ~~possible in scheduling meetings and be it further~~

1
2 Resolved, that officers, members of the Board, Council and Committee be encouraged to take
3 advantage of super saver airfares by:

- 4
5 1. ~~Offering an extra per diem to an individual staying over on a Saturday night when the~~
6 ~~savings in airfare more than compensates for it.~~
7
8 2. ~~Holding Board Meetings within the continental United States in locations where Board~~
9 ~~members can be encouraged to stay over on a Saturday night to obtain a super saver~~
10 ~~airfare, and be it further~~

11
12 "Resolved, that all Council and Committee Meetings be held in Chicago except for:

- 13
14 1. Meetings of the ~~Annual Meetings Council~~ Scientific Meeting Council which may be held
15 at sites selected for ~~Annual~~ Scientific Meetings to be held within three years.
16
17 2. Such other meetings as the President may deem necessary which have to be moved to a
18 location outside of Chicago because of justifiable logistical reasons, where the total cost
19 of the airfare will be less or not appreciably more than it would have been held in
20 Chicago.
21
22 3. Any meeting held in conjunction with the AGD's Annual or Scientific Meeting.
23
24 4. Any meeting held in conjunction with the American Dental Association's Annual
25 Meeting."
26
27

28 **Related Existing HOD Policies:**

- 29
30 • N/A
31

32 **Are existing AGD policies inadequate or no longer appropriate? Explain.**

33
34 After the separation of the House of Delegates and the Scientific Session this policy needs to be
35 brought into compliance. Additionally, super saver fares are no longer an industry standard.
36
37

38 **For additions/revisions, how often should this policy be reviewed? [Default is every 5 years]**

- 39 • 5 years
40

41 **Any documentation or literature considered in developing this submission?**

- 42 • N/A
43

44 **Other Comments?**

- 45 • N/A
46

1 Resolution 202

2
3 *If Resolution 202 is adopted, Resolution 203 will be ruled moot.*

4
5 “Resolved, that the Lifelong Learning & Service Guidelines be amended to read:

6
7 **Lifelong Learning & Service Recognition Recipient Award Guidelines**

8
9 *Why Achieve Recognition?*

10 ~~Lifelong Learning & Service Recognition (LLSR) is a program of formal recognition for~~
11 ~~Academy of General Dentistry (AGD) Masters in the areas of continuing education, dental-~~
12 ~~related community service and service to organized dentistry. It is not a credential and in~~
13 ~~no way may be represented to the public as such. LLSR was created to recognize the~~
14 ~~achievements of those AGD Masters who clearly recognize the professional obligation to~~
15 ~~remain current in their profession and to create an example so that each member of the~~
16 ~~dental profession never loses sight of this obligation. Achieving the LLSR from the AGD~~
17 ~~tells colleagues and patients of your continued commitment to lifelong learning and quality~~
18 ~~patient care. A Master may receive LLSR multiple times, in a sequential manner, as long as~~
19 ~~all requirements are met. Once a Master is first recognized by this achievement,~~
20 ~~subsequent recognitions may include only those credits and points earned since the date of~~
21 ~~the previous LLSR recognition.~~

22
23 *A Charge to all Masters*

24 ~~Masters of the AGD embody the AGD’s principles and ideals. They accept an obligation to~~
25 ~~continually prove themselves worthy of that designation throughout their professional~~
26 ~~lives. There are certain obligations that go along with the honor of becoming a Master in~~
27 ~~the AGD. Masters are expected to:~~

- 28 ~~1) Continue their commitment to lifelong learning~~
29 ~~2) Be a mentor to associates and new dentists~~
30 ~~3) Improve the quality of continuing education~~
31 ~~4) Be a voice of the general dentist.~~

32 *LLSR Requirements*

- 33 ~~1) All applicants must be AGD Masters, with AGD membership in good standing at the~~
34 ~~time of application and when recognition is received.~~
35 ~~2) Completion of 500 credit hours of FAGD/MAGD-approved continuing education credit~~
36 ~~with at least 300 hours in course attendance. LLSR credit begins to accrue Jan. 1 of the~~
37 ~~year a member is approved to receive AGD Mastership are required in course attendance,~~
38 ~~teaching or publications earned since the date Mastership was received or since a previous~~
39 ~~LLSR was received. A breakdown of these credits can be found below in the Course~~
40 ~~Attendance section.~~
41 ~~3) Completion of 100 hours of AGD-approved dental-related community/volunteer service~~
42 ~~and/or service to organized dentistry is required. Hours must have been performed since~~
43 ~~the date Mastership was received or since a previous LLSR was received LLSR~~
44 ~~community/volunteer service points begin to accrue Jan. 1 of the year a member is~~
45 ~~approved to receive AGD Mastership. The acceptability of points is subject to review by~~

1 the Dental Education Council. Examples of acceptable dental-related volunteer service can
2 be found below in the Community and Volunteer Service section.

3 **4) Attendance at a Convocation ceremony held during the AGD scientific sessions to**
4 **receive the award. Successful candidates are allowed three years following approval to**
5 **attend the convocation and receive their award.**

6 ~~An application must be submitted with the designated application processing fee, which is~~
7 ~~determined annually by the Dental Education Council. This fee covers direct costs, plus~~
8 ~~\$100 for overhead costs. Applications must be postmarked by December 31.~~

9 ~~5) Acceptance or denial will be communicated to applicants following review of the~~
10 ~~application by the Dental Education Council. All decisions of the council are final.~~
11 ~~Recognition of LLSR recipients will be at the constituent and/or regional level and through~~
12 ~~AGD publications. Recipients will be invited to be present and attend the Convocation~~
13 ~~Ceremony where they will be celebrated by inclusion of their names in the Convocation~~
14 ~~program. Recipients will be seated in a designated area and will walk across the stage to be~~
15 ~~honored, and have each of their names read, prior to the FAGD and MAGD awardees."~~

16
17 **Course Attendance**

18 **1) Completion of 500 hours of FAGD/MAGD-approved continuing education credit. Hours**
19 **must have been earned since the date January 1 of the year member was approved for**
20 **Mastership was received or since a previous LLSR was received:**

21 **a) At least 150 continuing education hours must be earned in participation course**
22 **attendance;**

23 **b) A maximum of 100 credits for teaching is allowed;**

24 **c) A maximum of 100 credits for publications is allowed.**

25
26 **2) Credits for course attendance, teaching or publications must be in at least eight (8) of the**
27 **following disciplines, although there are no minimums or maximum by discipline. Note: No**
28 **credits will be accepted for advanced academic education programs, such as residencies or**
29 **advanced degree programs.**

30

Subject Category	Subject Code
Basic Science	010
Endodontics	070
Electives	130
Myofacial Pain/ Occlusion Orofacial Pain*	200
Operative Dentistry	250
Oral/Max Surgery	310
Anes/Pain Mgmt/Pharm*	340
Orthodontics	370
Pediatrics	430
Periodontics	490
Practice Mgmt	550
Fixed Prosth	610
Removable Prosth	670

45

1	Implants	690
2	Oral Med/Oral Dx	730
3	Special Pt Care	750
4	Esthetics	780

5
6 **These changes go into effect January 1, 2019. Any member that has not achieved or applied*
7 *for Fellowship, Mastership, or LLSR by December 31, 2016, will be expected to meet the*
8 *updated continuing education requirements at that time.*
9

10 **Teaching and Publication Credit**

- 11 **1) Full or part-time faculty positions in ADACODA/CDA-accredited institutions are**
12 **eligible for up to ten (10) credit hours each year. Verification of teaching appointments is**
13 **required from each institution and should be included with the application.**
14 **2) Teaching continuing dental education courses for organizations that are approved by**
15 **AGD-PACE, or ADA-CERP or an AGD constituent are eligible for credit. Verification is**
16 **required that indicates the dental discipline and the number of hours. Credit will be given**
17 **hour-for-hour for each presentation.**
18 **3) The publication of a scientific article, case report, technique paper or clinical research**
19 **report in a scientific journal or textbook is worth ten (10) credit hours. A copy of the**
20 **articles, with dates of publication, should be submitted with the application.**
21

22 **Dental-Related Community and Volunteer Service**

- 23 **1) One community service point is equal to one hour of dental-related volunteer community**
24 **service. The Dental Education Council will determine which additional categories of service**
25 **not described in these guidelines may be eligible. Volunteer work for a for-profit**
26 **organization, such as a dental manufacturer, is not eligible.**
27 **2) To document dental-related community service, a representative of the organization for**
28 **which the community/volunteer work was done must complete and sign the provided**
29 **Volunteer Service Verification Form, which specifies the type(s) and term(s) of volunteer**
30 **service(s) provided. If additional verification is needed, please attach necessary**
31 **documentation to this form.**
32 **3) No financial remuneration or “in-kind” remuneration may be received for**
33 **service/volunteer work. Reimbursement of expenses such as airfare, transportation, meals,**
34 **etc., is allowed.**
35

36 **Categories of dental-related community and volunteer service may include, but are not**
37 **limited to:**

- 38 **a. Providing pro bono dental services through a not-for-profit organization;**
39 **b. Mentoring a dental student, emerging dentist or struggling colleague, through a**
40 **recognized dental organization;**
41 **c. Service in a volunteer dental clinic;**
42 **d. Service overseas on a dental mission;**
43 **e. Volunteer dental-related service in a community program, such as a health fair;**
44 **f. Providing presentation on dental-related topics to schools, civic, church or other**
45 **community groups or other health professionals;**

- 1 g. Providing oral cancer screenings at a local church, synagogue, school, health fair,
2 nursing home, retirement community, etc.;
- 3 h. Providing dental screenings to athletes through the Special Olympics Special Smiles;
- 4 i. Volunteer work at a local or national dental meeting, such as working at the
5 organization's booth;
- 6 j. Serving as an unpaid team dentist for a school, college, professional sports team or youth
7 athletic association;
- 8 k. Instituting a mouth guard program for a school, college, professional sports team or
9 youth athletic association;
- 10 l. Providing dental education programs at elementary or secondary schools;
- 11 m. Volunteering as a Boy/Girl Scout merit badge leader for dental health.

12

13 *Service to Organized Dentistry:*

14 Holding a local, state/provincial or national appointment or an elected office in a dental
15 organization is considered service to organized dentistry. Points are awarded for each
16 month of service, up to 12 points per year per national or local organization.

17 1) A maximum of 12 points may be earned annually for serving in a national position in a
18 dental organization. Service time of less than one year will be prorated by month. Holding
19 multiple positions at the national level in the same organization is acceptable only up to the
20 12-point limit each year.

21 2) A maximum of 12 points may be earned annually for serving in state/provincial,
22 constituent or component positions in a dental organization. Service time of less than one
23 year will be prorated by month. Holding multiple positions in the same local organization is
24 acceptable only up to the 12-point limit each year.

25 3) To document service to organized dentistry, a representative of the organization for
26 which the service was done must complete and sign the provided Volunteer Service
27 Verification Form, which specifies the type(s) and term(s) of volunteer service(s) provided.
28 If additional verification is needed, please attach necessary documentation to this form.

29

30 *Application Procedures and Deadline*

31 1) All LLSR requirements must be completed by the December 31 application deadline to
32 be considered for the class immediately following the year the application is submitted.

33 2) Applications must be postmarked no later than December 31 to be considered for the
34 class immediately following the year the application deadline is submitted, and must
35 include the designated application fee. This fee is determined annually by the Dental
36 Education Council and includes a non-refundable processing fee. The AGD is not
37 responsible for lost or delayed mail.

38 3) Only the Dental Education Council may determine the acceptability of LLSR
39 applications. Applicants are notified by letter of the Council's decision, and all decisions of
40 the Council are final. Recognition will be provided at the Convocation Ceremony at the
41 AGD Annual Meeting & Exhibits through the inclusion of names of the new recipients in
42 the Convocation program and in AGD publications.

43

44 4) Acceptance or denial will be communicated to applicants following review of the
45 application by the Dental Education Council. All decisions of the council are final.

1
2 **5) Recipients are required to attend the annual Convocation ceremony held during the**
3 **AGD scientific sessions to receive the award. Successful candidates are allowed three years**
4 **following approval to attend convocation and received their award. Additional recognition**
5 **of LLSR recipients may occur at the constituent or regional levels and thorough AGD**
6 **publications.**
7
8

9 Direct inquiries regarding the LLSR to:

10
11 Academy of General Dentistry
12 Department of Dental Education
13 560 W. Lake Street, Sixth Floor
14 Chicago, Illinois 60661-6600
15 Phone 888.AGD.DENT (243.3368)
16 Fax 312.335.3428
17

18 Adopted HOD 7/2003
19 Amended HOD 6/2015
20

21 And be it further,

22
23 Resolved that AGD House Policy 2000:9-H-7 Advertising FAGD/MAGD Credentials be
24 modified to allow AGD members to advertise the LLSR Award as a Credential, similar to
25 the FAGD/MAGD.
26

27 Advertising FAGD/MAGD/LLSR Credentials

28
29 Fellow, ~~or~~ Master, or Lifelong Learning & Service Recipient of the Academy of General
30 Dentistry
31 General Dentist

32 “Resolved, that the following language be accepted by the Academy of General Dentistry as
33 the appropriate use of the Fellowship, ~~and~~ Mastership, and Lifelong Learning and Service
34 Recipient designation to the public by way of advertising, listing, or office signage:
35

36 _____, DDS, BDS, or DMD, FAGD, ~~or~~ MAGD, or LLSR
37 Fellow, or Master or Lifelong Learning & Service Recipient of the Academy of General
38 Dentistry
39

40 and be it further

41
42 Resolved, that our members be advised through AGD printed communications that our
43 Principles of Ethics allow general dentists to announce Fellowship, ~~or~~ Mastership or
44 Lifelong Learning & Service Recipient in the area of general dentistry in their
45 announcement of services to patients so long as they avoid any communication that

1 expresses specialization and clearly write out the definition of the initials, in order to not
2 lead the reasonable person to believe that the designation represents an academic degree.”

3
4 And be it further,

5 Resolved that House Policy 81:12-H-7 Defending their capabilities to render dental
6 procedures be modified to read:

7
8 Resolved, that members faced...

9 C. Verification that the individual has achieved Fellowship, ~~or~~ Mastership, or Lifelong
10 Learning & Service Recipient status in the AGD. ...

11
12 And be it further,

13 Resolved that House Policy 99:44-H-7, Approve procedures for processing FAGD and
14 MAGD applications be modified to read:

15
16 Approval procedures for processing FAGD, ~~and~~ MAGD, and LLSR applications

17
18 Resolved, that the AGD Board approve procedures and procedural changes related to the
19 mechanics of processing the applications for the Fellowship, ~~and~~ Mastership, and Lifelong
20 Learning & Service Recipient Awards.

21
22
23 And be it further,

24
25 Resolved that House Policy 96:49-H-7 Appeal of application deadline be modified to read:

26
27 Appeal of application deadline

28 Resolved, that the following guided be established for considering appeals of the
29 FAGD/MAGD/LLSR application deadline:

30
31 **GUIDELINES FOR APPEALS OF**
32 **THE FAGD/MAGD/LLSR APPLICATION DEADLINE**

33
34 An application for the Fellowship, ~~or~~ Lifelong Learning & Service Recipient
35 award that is received in the ~~Chicago~~ headquarter office...

36
37 And be it further,

38
39 Resolved that House Policy 2002:20-H-7 Category of membership, Fellowship as, be
40 modified to read:

41
42 Resolved, that the AGD recognize the its Fellowship, ~~and~~ Lifelong
43 Learning & Service Recipient designation are categories of membership in the organization
44 that may be announced appropriately to the public but only while an individual maintains
45 membership in the organization, and be further

1
2 **Resolved, that constituent academies recognize that they may report to appropriate**
3 **licensing bodies instances of non-members announcing FAGD, ~~and~~ MAGD, and LLSR**
4 **designation to the public because it is false advertising.**

5
6 **And be it further,**

7
8 **Resolved that House Policy 78:19-H-6 Changes in, be modified to read:**

9
10 **Resolved, that changes made in the Fellowship, ~~or~~ Mastership, or Lifelong Learning &**
11 **Service Recipient guidelines which make those guidelines more restrictive, be made**
12 **effective for all members of the AGD five (5) years after the date of passage of such changes**
13 **by the AGD House of Delegates.**

14
15 **And be it further,**

16
17 **Resolved, that House Policy 2003:3-H-7 Lifelong Learning and Service ~~Recognition~~**
18 **Recipient Program be modified to read:**

19
20 **Lifelong Learning and Service ~~Recognition~~ Recipient Award Program**

21 **“Resolved, that the AGD offer the Lifelong Learning and Service ~~Recognition~~ Recipient**
22 **Award (LLSR) program to recognize the accomplishment of AGD Masters for their**
23 **continuing education and volunteer service to dentistry, and be it further**

24
25 **Resolved, that the document Lifelong Learning and Service ~~Recognition~~ Recipient Award**
26 **(LLSR) Guidelines be adopted.”**

27
28 **AIRBIV2018#04 - Lifelong Learning and Service Recognition Guideline Changes**
29 **Recognition to Award**
30

31 **Prepared by:** Dale Gibbons, Director, Education

32
33 **Date of Report:** Jul. 13, 2018

34
35 **Staff Resources:** Minimal

36
37 **Total Financial Cost:** \$250

38
39 **Budget Ramifications:** Elimination of revenue from multiple LLSRs estimated \$700 per year

40
41 **Action/Timeline:** Recorded vote at the 2017-2018 Board Meeting IV, transmission to the 2018
42 HOD, with implementation thereafter as outlined.

43
44 **BOARD RECOMMENDS DEFEAT**
45

1 *Y –Edgar, Gajjar, Kozelka, Lew, Olsen, Shelly, Stillwell, Uppal*

2
3 *N – Acheson, Drumm, Dubowsky, Dyzenhaus, Gorman, Guter, Hanson, King, Low, Smith,*
4 *Winland, Wooden, Worm*

5
6 *a - Cheney*

7
8 *A - Gehrig, Harunani, Tillman, White*

9
10 *N/A - Cordero*

11
12 **How It Fits into the Strategic Plan:**

13 Goal 4: Communications: Promote the AGD as an organization dedicated to advancing general
14 dentistry through quality continuing education and advocacy.

15
16 **How it Fits into the Corporate Objectives:**

- 17 • N/A

18
19 **Introduction:**

20 In review of the directions given by the HOD 2015 and HOD 2016, discussion by the DE
21 Council occurred during the 2015-2016 Joint Council Meeting I, December Conference Call,
22 2015-2016 Joint Council Meeting II, the 2017 DCM II and once again during the June 10, 2018
23 Conference Call. The DE Council recommends the following changes to the Lifelong Learning
24 and Service Recognition:

- 25 • The Lifelong Learning and Service Recognition (LLSR) should be considered an award,
26 similar to the AGD Fellowship and Mastership Awards.
- 27 • The Lifelong Learning and Service Recognition (LLSR) will be renamed as the Lifelong
28 Learning and Service Recipient (LLSR) Award.
- 29 • Recipients will be required to attend the AGD Convocation Ceremony and receive their
30 award on stage. Recipients are entitled to wear a cap and gown. Hood colors are to be
31 decided
- 32 • Recipients may only earn the award once. Opportunities to earn multiple awards or
33 promotion of previously earned multiple LLSRs will no longer be permitted. Past
34 recipients of multiple LLSRs may publicly display the awards and note the multiple
35 recognitions on their CVS They cannot however promote that they have multiple awards
36 as a way of elevating themselves above those with one LLSR. There will be no refunded
37 costs to recipients of multiple awards for fees related to obtaining them.
- 38 • The required continuing education and service requirements will remain the same.

39
40 The above recommendations come from the following:

- 41 • The 2015 HOD voiced and adopted a resolution that LLSR candidates be allowed to
42 receive their recognition on stage during the Awards Convocation in Boston. If this is the
43 desire of the HOD, the council will consider this the desire for candidates to receive their
44 LLSR in this manner, hence forth, unless otherwise decided.

- 1 • In 2015 the DE Council was asked to evaluate the opportunity to elevate the LLSR to
2 award status.
- 3 • The DE Council submitted a resolution to the HOD during the 2016 HOD recommending
4 that the LLSR be elevated to an award. The HOD referred the AIR back to the DE
5 Council recommending a survey be done to support the recommendation.
- 6 • In 2018 the DE Council conducted a survey among award recipients to gauge their
7 opinion as to whether or not the LLSR should be an award. Based on both the sample size
8 and the strong support by this survey that the DE Council recommends making this LLSR
9 recognition an award of equal stature to the other awards offered by this Academy. The
10 survey results are attached to this AIR.
- 11 • Based on the survey findings, the DE Council once more is recommending the LLSR be
12 elevated to an award. The DE Council is not recommending the LLSR be viewed as a
13 higher achievement than the MAGD but an award recognizing that the member continues
14 to hold continued learning, teaching and community service as a general dentist in the
15 highest regard.
- 16 • The council recommends mandatory attendance at convocation and wearing of cap and
17 gown to maintain consistency of recognition with the FAGD and MAGD awards.
18

19 It is recommended that, if approved, these new requirements become effective January 1, 2019.
20 While the added requirement to attend a Convocation ceremony may be considered a change that
21 makes the guidelines more restrictive, currently House Policy 78:19-H-6 does not identify the
22 LLSR:

23 *Resolved, that changes made in the Fellowship or Mastership guidelines which make those*
24 *guidelines more restrictive, be made effective for all members of the AGD five (5) years after*
25 *the date of passage of such changes by the AGD House of Delegates.*
26

27 Therefore the council recommends implementing this change immediately.
28

29 Currently the price to apply for the LLSR is \$700. If the 2018 House of Delegates approves the
30 changes recommended by the council and the January 1, 2019 implementation date, the council
31 recommends to the Board that the application fee to \$775 take effect on that same day. This fee
32 would cover direct costs and allow for expected inflationary increases:
33

	Per unit price
Cap & Gown	\$61.50
Crystal, including engraving and estimated shipping	\$155.00
Pin	\$55.00
Ribbon	\$.90
Meeting Registration	\$200.00
Complimentary ticket to President’s Celebration	\$150.00
Overhead and processing time (3 hours per applicant)	\$150.00
Total:	\$772.40

1 The council reviewed the 2018 House of Delegates Manual and made recommended changes to
2 ensure the Lifelong Learning and Service Recipient Award receives equal recognition to the
3 current Mastership and Fellowship Awards.
4

5 **Necessary Information:**

- 6 • Dr. Richard D. Knowlton, DMD, MAGD, Chair, Dental Education Council, has provided
7 input for the information of this report.
- 8 • LLSR subcommittee of the DE communicated these recommendations to the full DE
9 council and received their full support.

10
11 **What We Don't Know:**

- 12 • If additional clarifications may be needed.
- 13 • How changes will be perceived by AGD members.

14
15 **Pros and Cons:**

16
17 **Pros:**

- 18 • Changes the LLSR to be an award so that members can use the award designation within
19 the confines of our Code of Ethics and each member's state laws.

20
21 **Cons:**

- 22
23 • Our members (beyond those award winners surveyed) may not want this as an award and
24 they may not want to be required to attend convocation to receive this award.
- 25 • Those with multiple LLSRs will not be able to promote having attained them
26

27
28 **Executive Director/CEO Recommendations:**

29 From: Max Moses

30 Sent: Monday, July 30, 2018 5:15 PM

31 To: Dale Gibbons; Christa Ojeda

32 Subject: RE: LLSR AIRs
33

34 I agree that these two AIRs should be presented to the Board for Discussion
35

36 Max Moses
37
38

39 **How It Fits into the Market Research:**

- 40 • N/A
41

42 **Does this conflict with the Constitution and Bylaws, an AGD HOD Policy or Board Policy?**
43 **If yes, please provide the conflict and how you propose to resolve it:**

- This AIR will amend the HOD Policy Manual

Responsible Staff Liaison & AGD member:

Dale Gibbons, Director Education

312.440.4309 – p

312.335.3428 – f

Dale.gibbons@agd.org

Lynda Lipske-Truback, Manager. PACE and Education Awards Programs

312.440.4335 – p

312.335.3428 – f

Lynda.lipske@agd.org

Richard D. Knowlton, DMD, MAGD, Chair, Dental Education Council

(717) 367-1560– p

(717) 367-8856– f

rdknowlton@aol.com

Suggested Council or Agencies to Complete Action:

No recommendations; the DE Council has already provided input to the recommendation.

Marketing and communications departments to promote and publicize the change

Suggested Councils or Agencies to be Involved in Collaboration:

Dental Education Department to coordinate award approval

Chair Approval Email:

From: Rick Knowlton <rdknowlton@aol.com>

Sent: Monday, July 16, 2018 3:55 PM

To: Dale Gibbons

Cc: olsen.j.a@att.net

Subject: Re: latest LLSR versions

Attachments: AIR LLSR Guideline Changes One Award - Only 07142018 for Approval.docx; AIR LLSR Guideline Changes 07132018 REVISED All changes for Approval 7-16-18.docx

Dale,

I approve the AIR's as written.

Rick

Division Coordinator Review Email:

From: Eric Wong <ericterriwong@comcast.net>

Sent: Monday, July 16, 2018 11:35 AM

1 **To: Dale Gibbons**
2 **Subject: Re: AIRS for LLSR**

3
4 **Dale,**

5
6 **This is also an approval for AIR's for LLSR's.**
7

8

9 **Board Liaison Review Email:**

10 **From: olsen.j.a <olsen.j.a@att.net>**
11 **Sent: Monday, July 16, 2018 5:47 PM**
12 **To: Dale Gibbons**
13 **Subject: Re: latest LLSR versions**

14

15 **I have read the AIR's and approve of them as presented**
16 **Nice job everyone!**

17

18 **CFO Review Email:**

19

20 **From: Christa Ojeda**
21 **Sent: Tuesday, July 31, 2018 5:09 PM**
22 **To: Dale Gibbons**
23 **Cc: Max Moses**
24 **Subject: RE: LLSR AIRs**

25

26 **Dale,**

27

28 **I have reviewed the AIR - LLSR Guideline Changes Recognition to Award. I understand**
29 **that there are**
30 **about 30 members that have qualified and paid for multiple LLSRs. If AGD takes away**
31 **their ability to**
32 **promote their multiple LLSRs, could those members ask for a refund and if so, would we**
33 **grant them? I**
34 **recommend this AIR go to the Board for their deliberation.**

35

36 **Christa**

37

AIR Addendum – HOD Policy Change Request

Action: Add _____ Revise X Delete _____

Existing Policy to Revise/Delete:

- House Policy 2000:9-H-7 Advertising FAGD/MAGD Credentials
- House Policy 81:12-H-7 Defending their capabilities to render dental procedures
- House Policy 99:44-H-7, Approve procedures for processing FAGD and MAGD applications
- House Policy 96:49-H-7 Appeal of application deadline
- House Policy 2002:20-H-7 Category of membership, Fellowship as,
- House Policy 78:19-H-6 Changes in,
- House Policy 2003:3-H-7 Lifelong Learning and Service Recognition Program

Resolution Presented for Approval:

Resolved, that AGD House Policy 2000:9-H-7 Advertising FAGD/MAGD Credentials be modified to allow AGD members to advertise the LLSR Award as a Credential, similar to the FAGD/MAGD.

Advertising FAGD/MAGD/LLSR Credentials

Fellow, ~~or~~ Master, or Lifelong Learning & Service Recipient of the Academy of General Dentistry
General Dentist

“Resolved, that the following language be accepted by the Academy of General Dentistry as the appropriate use of the Fellowship, ~~and~~ Mastership, and Lifelong Learning and Service Recipient designation to the public by way of advertising, listing, or office signage:

_____, DDS, BDS, or DMD, FAGD, ~~or~~ MAGD, or LLSR
Fellow, or Master or Lifelong Learning & Service Recipient of the Academy of General Dentistry

and be it further

Resolved, that our members be advised through AGD printed communications that our Principles of Ethics allow general dentists to announce Fellowship, ~~or~~ Mastership or Lifelong Learning & Service Recipient in the area of general dentistry in their announcement of services to patients so long as they avoid any communication that expresses specialization and clearly write out the definition of the initials, in order to not lead the reasonable person to believe that the designation represents an academic degree.”

1 And be it further,
2 Resolved, that House Policy 81:12-H-7 Defending their capabilities to render dental procedures
3 be modified to read:
4
5 Resolved, that members faced...
6 C. Verification that the individual has achieved Fellowship, ~~or~~ Mastership, or Lifelong Service &
7 Recipient status in the AGD. ...
8
9 And be it further,
10 Resolved that House Policy 99:44-H-7, Approve procedures for processing FAGD and MAGD
11 applications be modified to read:
12
13 Approval procedures for processing FAGD, ~~and~~ MAGD, and LLSR applications
14
15 Resolved, that the AGD Board approve procedures and procedural changes related to the
16 mechanics of processing the applications for the Fellowship, ~~and~~ Mastership, and Lifelong
17 Learning & Service Recipient Awards.
18
19
20 And be it further,
21
22 Resolved, that House Policy 96:49-H-7 Appeal of application deadline be modified to read:
23
24 Appeal of application deadline
25 Resolved, that the following guided be established for considering appeals of the
26 FAGD/MAGD/LLSR application deadline:
27
28 GUIDELINES FOR APPEALS OF
29 THE FAGD/MAGD/LLSR APPLICATION DEADLINE
30
31 An application for the Fellowship, ~~or~~ Mastership, or Lifelong Learning & Service Recipient
32 award that is received in the ~~Chicago~~ headquarter office...
33
34 And be it further,
35
36 Resolved that House Policy 2002:20-H-7 Category of membership, Fellowship as a, be modified
37 to read:
38
39 Resolved, that the AGD recognize the its Fellowship, ~~and~~ Mastership, and Lifelong Learning &
40 Service Recipient designation are categories of membership in the organization that may be
41 announced appropriately to the public but only while an individual maintains membership in the
42 organization, and be further
43

1 Resolved, that constituent academies recognize that they may report to appropriate licensing
2 bodies instances of non-members announcing FAGD, ~~and~~ MAGD, and LLSR designation to the
3 public because it is false advertising.

4
5 And be it further,

6
7 Resolved, that House Policy 78:19-H-6 Changes in, be modified to read:

8
9 Resolved, that changes made in the Fellowship, ~~or~~ Mastership, or Lifelong Learning & Service
10 Recipient guidelines which make those guidelines more restrictive, be made effective for all
11 members of the AGD five (5) years after the date of passage of such changes by the AGD House
12 of Delegates.

13
14 And be it further,

15
16 Resolved, that House Policy 2003:3-H-7 Lifelong Learning and Service ~~Recognition~~ Recipient
17 Program be modified to read:

18
19 Lifelong Learning and Service ~~Recognition~~ Recipient Award Program

20 “Resolved, that the AGD offer the Lifelong Learning and Service ~~Recognition~~ Recipient Award
21 (LLSR) program to recognize the accomplishment of AGD Masters for their continuing
22 education and volunteer service to dentistry, and be it further

23
24 Resolved, that the document Lifelong Learning and Service ~~Recognition~~ Recipient Award
25 (LLSR) Guidelines be adopted.”

26
27
28 **Related Existing HOD Policies:**

29 All related policies are listed above.

30
31
32
33 **Are existing AGD policies inadequate or no longer appropriate? Explain.**

34 Existing polices with recommended modifications are appropriate.

35
36
37
38 **For additions/revisions, how often should this policy be reviewed? [Default is every 5 years]**

39 Every five years.

40
41
42
43 **Any documentation or literature considered in developing this submission?**

1 Review of existing AGD Fellowship and Mastership Guidelines to ensure award policies are
2 written in a consistent manner.

3

4

5 **Other Comments?**

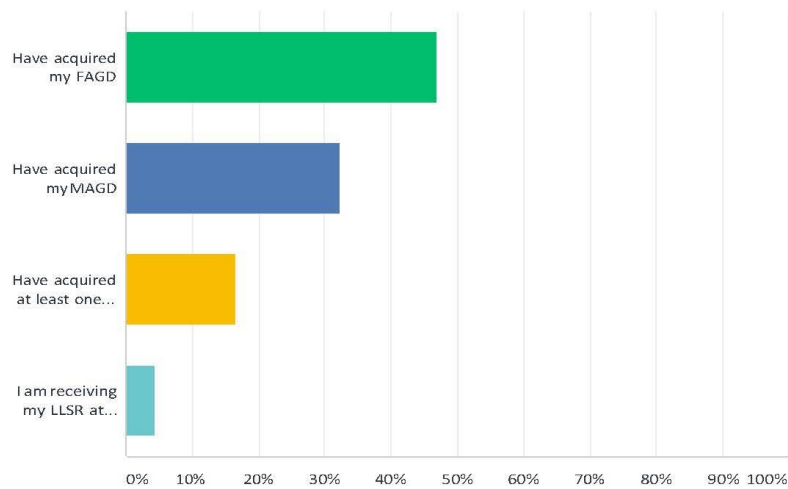
6

Sample size for this survey was 8,019 awardees with a total of 507 respondents (6.3%). To put that in perspective, the Kantar Media study of 2016 had a sample size of 34,065 with 1,095 respondents (3.4%). While 507 awardees responded, not all respondents answered each question. Totals are provided for each question.

The survey responses consist of 46.94% Fellows, 32.15% Masters, and 16.57% LLSR Awardees, and 4.34% New Awardees

Q1 I currently:

Answered: 507 Skipped: 0

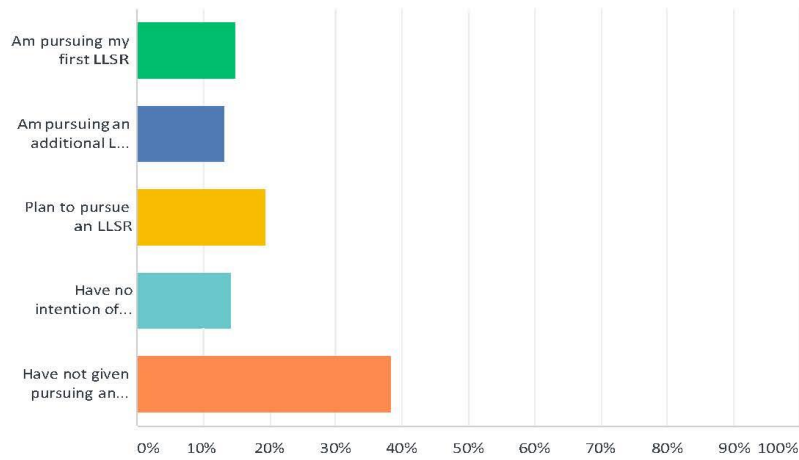


ANSWER CHOICES	RESPONSES	
Have acquired my FAGD	46.94%	238
Have acquired my MAGD	32.15%	163
Have acquired at least one LLSR	16.57%	84
I am receiving my LLSR at AGD2018	4.34%	22

TOTAL	507
-------	-----

Q2 I currently:

Answered: 489 Skipped: 18

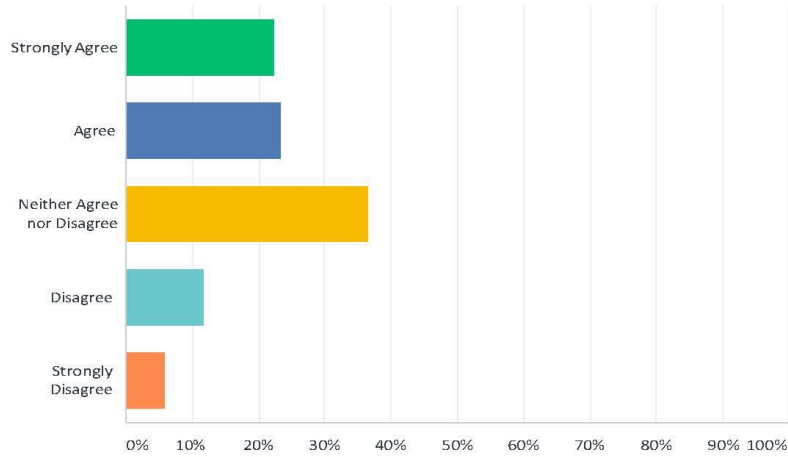


ANSWER CHOICES	RESPONSES
Am pursuing my first LLSR	14.93% 73
Am pursuing an additional LLSR having already obtained my first	13.09% 64
Plan to pursue an LLSR	19.43% 95
Have no intention of pursuing an LLSR	14.31% 70
Have not given pursuing an LLSR much consideration	38.24% 187
TOTAL	489

Of the 489 responses, received for this question, 232 members or 47.44% either have an LLSR or are pursuing one. Of those same 489 responses, 70 members or 14.31% do not plan on pursuing an LLSR.

Q3 The LLSR should be more prestigious than MAGD.

Answered: 496 Skipped: 11

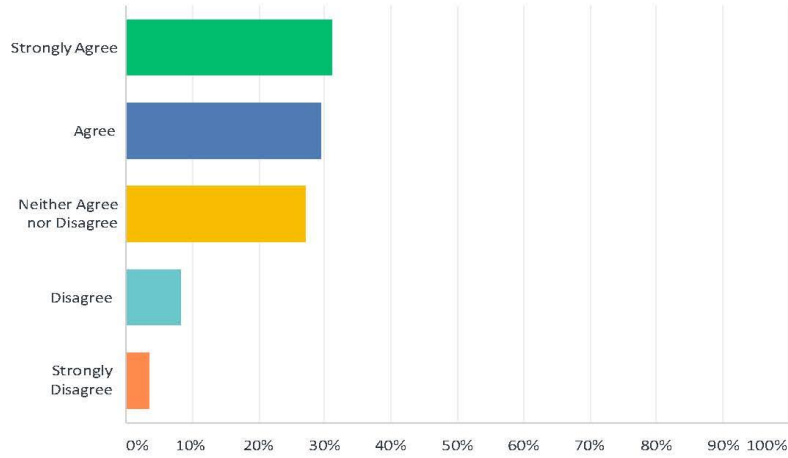


ANSWER CHOICES	RESPONSES	
Strongly Agree	22.38%	111
Agree	23.39%	116
Neither Agree nor Disagree	36.69%	182
Disagree	11.69%	58
Strongly Disagree	5.85%	29
TOTAL		496

Of the 496 responses, received for this question, 227 members or 45.77% either agree or strongly agree that the LLSR should be more prestigious than an MAGD. Of those same 496 responses, 87 members or 17.54% either disagree or strongly disagree that the LLSR should be more prestigious than an MAGD.

Q4 The LLSR should be considered an award (similar to FAGD and MAGD) and should be able to be represented to the public as such.

Answered: 496 Skipped: 11

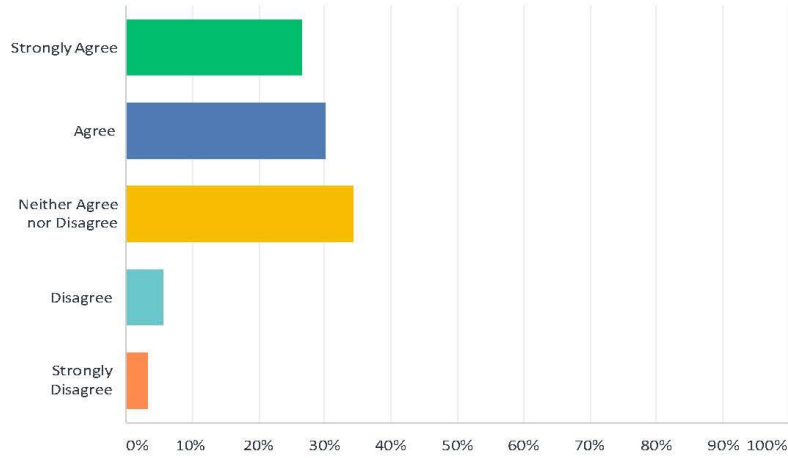


ANSWER CHOICES	RESPONSES	
Strongly Agree	31.25%	155
Agree	29.44%	146
Neither Agree nor Disagree	27.22%	135
Disagree	8.47%	42
Strongly Disagree	3.63%	18
TOTAL		496

Of the 496 responses, received for this question, 301 members or 60.69% either agree or strongly agree that the LLSR should be considered an award similar to the FAGD and MAGD. Of those same 496 responses, 60 members or 12.10% either disagree or strongly disagree that the LLSR should be considered an award similar to the FAGD and MAGD.

Q5 LLSR recipients should have the option of wearing a cap and gown as part of the Convocation ceremony.

Answered: 495 Skipped: 12

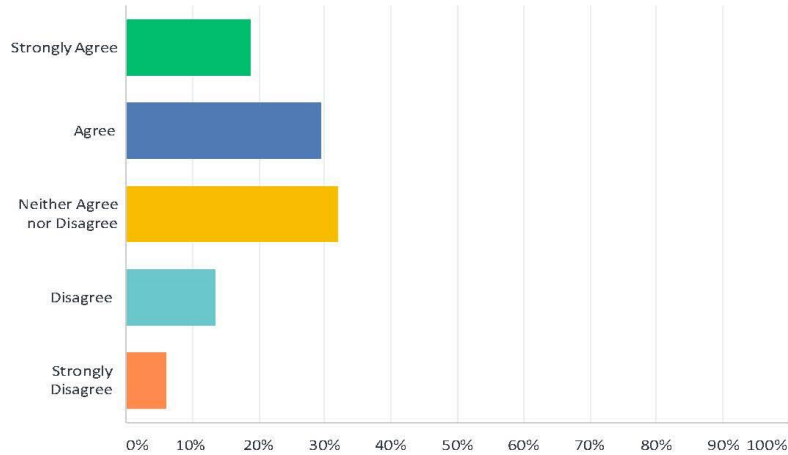


ANSWER CHOICES	RESPONSES	
Strongly Agree	26.46%	131
Agree	30.10%	149
Neither Agree nor Disagree	34.34%	170
Disagree	5.66%	28
Strongly Disagree	3.43%	17
TOTAL		495

Of the 495 responses received for this question, 280 members or 56.56% either agree or strongly agree that the LLSR should be able to wear a cap and gown as part of the Convocation ceremony. Of those same 495 responses, 45 members or 9.09% either disagree or strongly disagree that the LLSR should be able to wear a cap and gown as part of the Convocation ceremony.

Q6 The LLSR should be a one-time achievement only.

Answered: 494 Skipped: 13

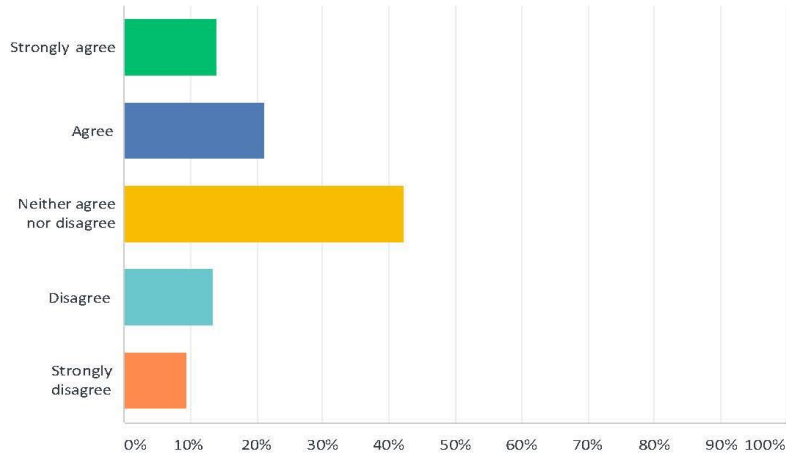


ANSWER CHOICES	RESPONSES	
Strongly Agree	18.83%	93
Agree	29.55%	146
Neither Agree nor Disagree	31.98%	158
Disagree	13.56%	67
Strongly Disagree	6.07%	30
TOTAL		494

Of the 494 responses, received for this question, 239 members or 48.38% either agree or strongly agree that the LLSR should be a one-time achievement only. Of those same 494 responses, 97 members or 19.63% either disagree or strongly disagree that the LLSR should be a one-time achievement only.

Q7 If earning multiple LLSRs should continue to be permitted, the promotion of achieving more than one LLSR should not be permitted by the recipient.

Answered: 494 Skipped: 13

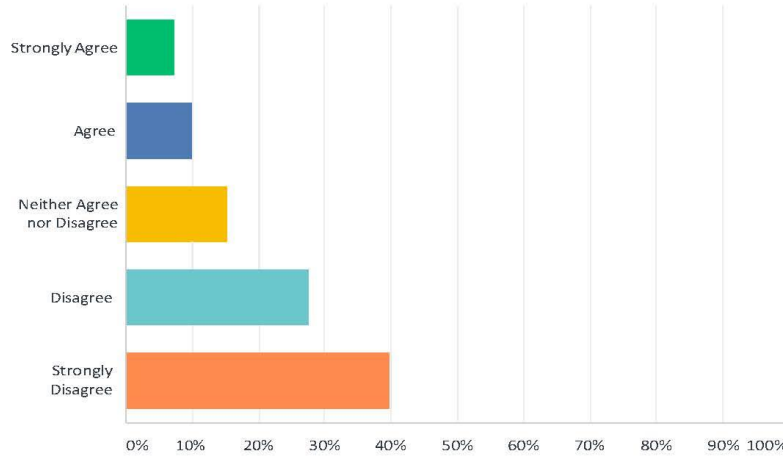


ANSWER CHOICES	RESPONSES	
Strongly agree	13.97%	69
Agree	21.05%	104
Neither agree nor disagree	42.31%	209
Disagree	13.36%	66
Strongly disagree	9.31%	46
TOTAL		494

Of the 494 responses, received for this question, 173 members or 35.02% either agree or strongly agree that if earning multiple LLSRs should continue to be permitted, the promotion of achieving more than one should not be permitted by the recipient. Of those same 494 responses, 112 members or 22.67% either disagree or strongly disagree that if earning multiple LLSRs should continue to be permitted, the promotion of achieving more than one should not be permitted by the recipient.

Q8 The requirements for earning the LLSR should be revised so that someone who has not received an MAGD could achieve it.

Answered: 496 Skipped: 11

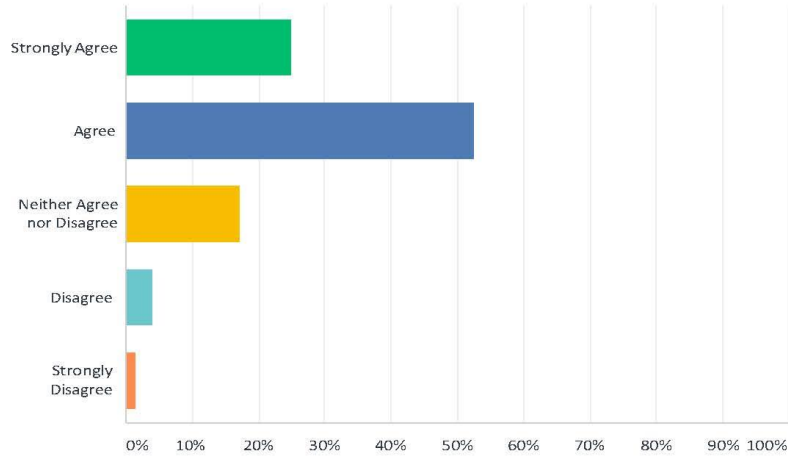


ANSWER CHOICES	RESPONSES	
Strongly Agree	7.26%	36
Agree	10.08%	50
Neither Agree nor Disagree	15.32%	76
Disagree	27.62%	137
Strongly Disagree	39.72%	197
TOTAL		496

Of the 496 responses, received for this question, 86 members or 17.34% either agree or strongly agree that the requirements for receiving an LLSR should be revised so that someone who has not received an MAGD could achieve it. Of those same 496 responses, 334 members or 67.34% either disagree or strongly disagree that the requirements for receiving an LLSR should be revised so that someone who has not received an MAGD could achieve it.

Q9 The requirement to obtain CE hours from at least eight of the 17 subject categories is appropriate.

Answered: 494 Skipped: 13

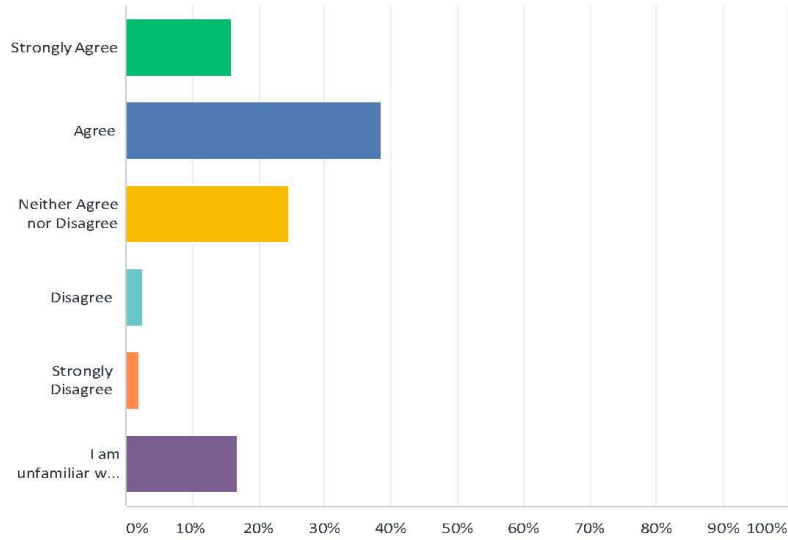


ANSWER CHOICES	RESPONSES	
Strongly Agree	24.90%	123
Agree	52.43%	259
Neither Agree nor Disagree	17.21%	85
Disagree	4.05%	20
Strongly Disagree	1.42%	7
TOTAL		494

Of the 494 responses, received for this question, 382 members or 77.33% either agree or strongly agree that the requirements to obtain CE hours from at least eight of the 17 subject categories is appropriate. Of those same 494 responses, 27 members or 5.47% either disagree or strongly disagree that the requirements to obtain CE hours from at least eight of the 17 subject categories is appropriate.

Q10 The criteria for awarding service points are fair and appropriate.

Answered: 493 Skipped: 14



ANSWER CHOICES	RESPONSES
Strongly Agree	15.82% 78
Agree	38.54% 190
Neither Agree nor Disagree	24.54% 121
Disagree	2.43% 12
Strongly Disagree	1.83% 9
I am unfamiliar with the criteria	16.84% 83
TOTAL	493

Of the 493 responses, received for this question, 268 members or 54.36% either agree or strongly agree that the criteria for awarding service points are fair and appropriate. Of those same 493 responses, 21 members or 4.26% either disagree or strongly disagree that the criteria for awarding service points are fair and appropriate.

1 Resolution 203

2
3 *If Resolution 202 is adopted, Resolution 203 will be ruled moot.*

4
5 **“Resolved, that the Lifelong Learning & Service Guidelines be amended to read:**

6
7 **Lifelong Learning & Service Recognition Guidelines**

8
9 *Why Achieve Recognition?*

10 **Lifelong Learning & Service Recognition (LLSR) is a program of formal recognition for**
11 **Academy of General Dentistry (AGD) Masters in the areas of continuing education, dental-**
12 **related community service and service to organized dentistry. It is not a credential and in**
13 **no way may be represented to the public as such. LLSR was created to recognize the**
14 **achievements of those AGD Masters who clearly recognize the professional obligation to**
15 **remain current in their profession and to create an example so that each member of the**
16 **dental profession never loses sight of this obligation. Achieving the LLSR from the AGD**
17 **tells colleagues and patients of your continued commitment to lifelong learning and quality**
18 **patient care. ~~A Master may receive LLSR multiple times, in a sequential manner, as long as~~**
19 **~~all requirements are met. Once a Master is first recognized by this achievement,~~**
20 **~~subsequent recognitions may include only those credits and points earned since the date of~~**
21 **~~the previous LLSR recognition.~~**

22
23 *A Charge to all Masters*

24 **Masters of the AGD embody the AGD’s principles and ideals. They accept an obligation to**
25 **continually prove themselves worthy of that designation throughout their professional**
26 **lives. There are certain obligations that go along with the honor of becoming a Master in**
27 **the AGD. Masters are expected to:**

- 28 **1) Continue their commitment to lifelong learning**
29 **2) Be a mentor to associates and new dentists**
30 **3) Improve the quality of continuing education**
31 **4) Be a voice of the general dentist.**

32
33
34 *LLSR Requirements*

- 35 **1) All applicants must be AGD Masters, with AGD membership in good standing at the**
36 **time of application and when recognition is received.**
37 **2) 500 credit hours are required in course attendance, teaching or publications earned since**
38 **the date Mastership was received ~~or since a previous LLSR was received.~~ A breakdown of**
39 **these credits can be found below in the Course Attendance section.**
40 **3) Completion of 100 hours of AGD-approved dental-related community/volunteer service**
41 **and/or service to organized dentistry is required. Hours must have been performed since**
42 **the date Mastership was received ~~or since a previous LLSR was received.~~ The acceptability**
43 **of points is subject to review by the Dental Education Council. Examples of acceptable**
44 **dental-related volunteer service can be found below in the Community and Volunteer**
45 **Service section.**

1 **4) An application must be submitted with the designated application processing fee, which**
2 **is determined annually by the Dental Education Council. This fee covers direct costs, plus**
3 **\$100 for overhead costs. Applications must be postmarked by December 31.**
4

5 **5) Acceptance or denial will be communicated to applicants following review of the**
6 **application by the Dental Education Council. All decisions of the council are final. In**
7 **addition to recognition on a national level, additional recognition of LLSR recipients can**
8 **also will be at the constituent and/or regional level and through AGD publications.**
9 **Recipients will be ~~invited~~ requested to be present and attend the Convocation Ceremony**
10 **where they will be celebrated by inclusion of their names in the Convocation program.**
11 **Recipients will be seated in a designated area and will walk across the stage to be honored,**
12 **and have each of their names read, ~~prior to~~ following the FAGD and MAGD awardees.”**
13

14 **Course Attendance**

15 **1) Completion of 500 hours of FAGD/MAGD-approved continuing education credit. Hours**
16 **must have been earned since the date Mastership was received ~~or since a previous LLSR~~**
17 **~~was received~~:**

18 **a) At least 150 continuing education hours must be earned in participation course**
19 **attendance;**

20 **b) A maximum of 100 credits for teaching is allowed;**

21 **c) A maximum of 100 credits for publications is allowed.**
22

23 **2) Credits for course attendance, teaching or publications must be in at least eight (8) of the**
24 **following disciplines, although there are no minimums or maximums by discipline for non-**
25 **participation credits. Note: No credits will be accepted for advanced academic education**
26 **programs, such as residencies or advanced degree programs.**
27

28 Subject Category	Subject Code
29 Basic Science	010
30 Endodontics	070
31 Electives	130
32 Myofacial Pain/ 33 Occlusion Orofacial Pain*	200
34 Operateive Dentistry	250
35 Oral/Max Surgery	310
36 Anes/Pain Mgmt/Pharm*	340
37 Orthodontics	370
38 Pediatrics	430
39 Periodontics	490
40 Practice Mgmt	550
41 Fixed Prosth	610
42 Removable Prosth	670
43 Implants	690
44 Oral Med/Oral Dx	730
45 Special Pt Care	750

2
3 ~~**These changes go into effect January 1, 2017. Any member that has not achieved or applied*~~
4 ~~*for Fellowship, Mastership, or LLSR by December 31, 2016, will be expected to meet the*~~
5 ~~*updated continuing education requirements at that time.*~~
6

7 Teaching and Publication Credit

8 1) Full or part-time faculty positions in ADA/CDA-accredited institutions are eligible for
9 up to ten (10) credit hours each year. Verification of teaching appointments is required
10 from each institution and should be included with the application.

11 2) Teaching continuing dental education courses for organizations that are approved by
12 PACE, or an AGD constituent are eligible for credit. Verification is required that indicates
13 the dental discipline and the number of hours. Credit will be given hour-for-hour for each
14 presentation.

15 3) The publication of a scientific article, case report, technique paper or clinical research
16 report in a scientific journal or textbook is worth ten (10) credit hours. A copy of the
17 articles, with dates of publication, should be submitted with the application.
18

19 Community and Volunteer Service

20 1) One community service point is equal to one hour of volunteer community service. The
21 Dental Education Council will determine which additional categories of service not
22 described in these guidelines may be eligible. Volunteer work for a for-profit organization,
23 such as a dental manufacturer, is not eligible.

24 2) To document community service, a representative of the organization for which the
25 community/volunteer work was done must complete and sign the provided Volunteer
26 Service Verification Form, which specifies the type(s) and term(s) of volunteer service(s)
27 provided. If additional verification is needed, please attach necessary documentation to this
28 form.

29 3) No financial remuneration or “in-kind” remuneration may be received for
30 service/volunteer work. Reimbursement of expenses such as airfare, transportation, meals,
31 etc., is allowed.
32

33 Categories of community and volunteer service may include, but are not limited to:

- 34 a. Providing pro bono dental services through a not-for-profit organization;
- 35 b. Mentoring a student, emerging dentist or struggling colleague, through a recognized
36 dental organization;
- 37 c. Service in a volunteer dental clinic;
- 38 d. Service overseas on a dental mission;
- 39 e. Volunteer service in a community program, such as a health fair;
- 40 f. Providing presentation on dental-related topics to schools, civic, church or other
41 community groups or other health professionals;
- 42 g. Providing oral cancer screenings at a local church, synagogue, school, health fair,
43 nursing home, retirement community, etc.;
- 44 h. Providing dental screenings to athletes through the Special Olympics Special Smiles;

- 1 **i. Volunteer work at a local or national dental meeting, such as working at the**
2 **organization's booth;**
3 **j. Serving as an unpaid team dentist for a school, college, professional sports team or youth**
4 **athletic association;**
5 **k. Instituting a mouth guard program for a school, college, professional sports team or**
6 **youth athletic association;**
7 **l. Providing dental education programs at elementary or secondary schools;**
8 **m. Volunteering as a Boy/Girl Scout merit badge leader for dental health.**
9

10 *Service to Organized Dentistry:*

11 **Holding a local, state/provincial or national appointment or an elected office in a dental**
12 **organization is considered service to organized dentistry. Points are awarded for each**
13 **month of service, up to 12 points per year per national or local organization.**

14 **1) A maximum of 12 points may be earned annually for serving in a national position in a**
15 **dental organization. Service time of less than one year will be prorated by month. Holding**
16 **multiple positions at the national level in the same organization is acceptable only up to the**
17 **12-point limit each year.**

18 **2) A maximum of 12 points may be earned annually for serving in state/provincial,**
19 **constituent or component positions in a dental organization. Service time of less than one**
20 **year will be prorated by month. Holding multiple positions in the same local organization is**
21 **acceptable only up to the 12-point limit each year.**

22 **3) To document service to organized dentistry, a representative of the organization for**
23 **which the service was done must complete and sign the provided Volunteer Service**
24 **Verification Form, which specifies the type(s) and term(s) of volunteer service(s) provided.**
25 **If additional verification is needed, please attach necessary documentation to this form.**
26

27 *Application Procedures and Deadline*

28 **1) All LLSR requirements must be completed by the December 31 application deadline.**

29 **2) Applications must be postmarked no later than December 31 to be considered for the**
30 **class immediately following the application deadline is submitted, and must include the**
31 **designated application fee. This fee is determined annually by the Dental Education**
32 **Council and includes a non-refundable processing fee. The AGD is not responsible for lost**
33 **or delayed mail.**

34 **3) Only the Dental Education Council may determine the acceptability of LLSR**
35 **applications. Applicants are notified by letter of the Council's decision, and all decisions of**
36 **the Council are final. Recognition will be provided at the Convocation Ceremony at the**
37 **AGD Annual Meeting & Exhibits through the inclusion of names of the new recipients in**
38 **the Convocation program and in AGD publications.**

39 **Direct inquiries regarding the LLSR to:**
40

41 **Academy of General Dentistry**
42 **Department of Dental Education**
43 **560 W. Lake Street, Sixth Floor**
44 **Chicago, Illinois 60661-6600**
45 **Phone 888.AGD.DENT (243.3368)**

1 **Fax 312.335.3428**

2
3 **Adopted HOD 7/2003**
4 **Amended HOD 6/2015**

5
6 **And be it further,**

7
8 **Resolved, that House Policy 2003:3-H-7 Lifelong Learning and Service Recognition**
9 **Program be modified to read:**

10
11 **Lifelong Learning and Service Recognition Program**
12 **“Resolved, that the AGD offer the Lifelong Learning and Service Recognition (LLSR)**
13 **program to recognize the accomplishment of AGD Masters for their continuing education**
14 **and volunteer service to dentistry, and be it further**

15
16 **Resolved, that the document Lifelong Learning and Service Recognition (LLSR)**
17 **Guidelines be adopted.”**

18
19 **AIRBIV2018#05 - Lifelong Learning and Service Recognition Guideline Changes**
20 **Limitation to One Recognition**
21

22 **Prepared by:** Dale Gibbons, Director, Education

23
24 **Date of Report:** Jul. 13, 2018

25
26 **Staff Resources:** Minimal

27
28 **Total Financial Cost:** None

29
30 **Budget Ramifications:** Elimination of revenue from multiple LLSRs estimated \$700 per year

31
32 **Action/Timeline:** Recorded vote at the 2017-2018 Board Meeting IV, transmission to the 2018
33 HOD, with implementation thereafter as outlined.

34
35 **BOARD RECOMMENDS ADOPTION**

36
37 *Y – Cheney, Dubowsky, Gorman, Guter, Kozelka, Low, Olsen, Smith, Stillwell, Uppal, Winland*

38
39 *N – Acheson, Drumm, Dyzenhaus, Hanson, King, Lew, Shelly, Wooden, Worm*

40
41 *a - Edgar, Gajjar*

42
43 *A - Gehrig, Harunani, Tillman, White*

44
45 *N/A - Cordero*

1
2 **How It Fits into the Strategic Plan:**

3 Goal 4: Communications: Promote the AGD as an organization dedicated to advancing general
4 dentistry through quality continuing education and advocacy.

5
6 **How it Fits into the Corporate Objectives:**

- 7 • N/A
8

9 **Introduction:**

10 In review of the directions given by the HOD 2015 and HOD 2016, discussion by the DE
11 Council occurred during the 2015-2016 Joint Council Meeting I, December Conference Call,
12 2015-2016 Joint Council Meeting II, the 2017 DCM II and once again during the June 10, 2018
13 Conference Call. The DE Council recommends the following changes to the Lifelong Learning
14 and Service Recognition:

- 15 • Recipients may only earn the award once. Opportunities to earn multiple awards or
16 promotion of previously earned multiple LLSRs will no longer be permitted. Past
17 recipients of multiple LLSRs may publicly display the awards and note the multiple
18 recognitions on their CVS They cannot however promote that they have multiple awards
19 as a way of elevating themselves above those with one LLSR. There will be no refunded
20 costs to recipients of multiple awards for fees related to obtaining them.
21 • The required continuing education and service requirements will remain the same with
22 the exception of limiting the number of participation credits ne can achieve in a particular
23 subject.
24

25 The above recommendations come and are supported from the following:

- 26 • In 2018 the DE Council conducted a survey among award recipients to gauge their
27 opinion as to whether or not the LLSR should be considered an award. Included in this
28 survey was a question regarding the ability to earn multiple LLSR recognitions. The data
29 from this survey (attached) reveals there is strong support in eliminating the receipt and
30 promotion of additional recognitions.
31 • Based on the survey findings, the DE Council is recommending the LLSR be received
32 only once and past recipients of multiple recognitions be prohibited from promoting
33 them.
34 • Also based on the sample size and the strong support by this survey that the DE Council
35 recommends making this LLSR recognition an award of equal stature to the other awards
36 offered by this Academy.
37

38 It is recommended that, if approved, these new requirements become effective January 1, 2019.
39

40 **Necessary Information:**

- 41 • Dr. Richard D. Knowlton, DMD, MAGD, Chair, Dental Education Council, has provided
42 input for the information of this report.
43 The LLSR subcommittee of the DE communicated these recommendations to the full DE
44 council and received their full support.

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What We Don't Know:

- If additional clarifications may be needed.
- How changes will be perceived by AGD members.

Pros and Cons:

Pros:

- Clarifies how credit is awarded so the all members are treated equally and objectively.

Cons:

- May be viewed as the guidelines being too prescriptive.
- Those with multiple LLSRs will not be able to promote having attained them

Executive Director/CEO Recommendations:

From: Max Moses
Sent: Monday, July 30, 2018 5:15 PM
To: Dale Gibbons; Christa Ojeda
Subject: RE: LLSR AIRs

I agree that these two AIRs should be presented to the Board for Discussion

Max Moses

How It Fits into the Market Research:

- N/A

**Does this conflict with the Constitution and Bylaws, an AGD HOD Policy or Board Policy?
If yes, please provide the conflict and how you propose to resolve it:**

- This AIR will amend the HOD Policy Manual

Responsible Staff Liaison & AGD member:

Dale Gibbons, Director Education
312.440.4309 – p
312.335.3428 – f
Dale.gibbons@agd.org

Lynda Lipske-Truback, Manager. PACE and Education Awards Programs
312.440.4335 – p
312.335.3428 – f

1 Lynda.lipske@agd.org

2
3 Richard D. Knowlton, DMD, MAGD, Chair, Dental Education Council
4 (717) 367-1560– p
5 (717) 367-8856– f
6 rdknowlton@aol.com

7
8 **Suggested Council or Agencies to Complete Action:**

9 No recommendations; the DE Council has already provided input to the recommendation.
10 Marketing and communications departments to promote and publicize the change

11
12 **Suggested Councils or Agencies to be Involved in Collaboration:**

13 Dental Education Department to coordinate award approval

14
15 **Chair Approval Email:**

16 **From:** Rick Knowlton <rdknowlton@aol.com>

17 **Sent:** Monday, July 16, 2018 3:55 PM

18 **To:** Dale Gibbons

19 **Cc:** olsen.j.a@att.net

20 **Subject:** Re: latest LLSR versions

21 **Attachments:** AIR LLSR Guideline Changes One Award - Only 07142018 for
22 Approval.docx; AIR LLSR Guideline Changes 07132018 REVISED All
23 changes for Approval 7-16-18.docx

24
25 Dale,

26
27 I approve the AIR's as written.

28
29 Rick

30
31 **Division Coordinator Review Email:**

32 **From:** Eric Wong <ericterriwong@comcast.net>

33 **Sent:** Monday, July 16, 2018 11:35 AM

34 **To:** Dale Gibbons

35 **Subject:** Re: AIRS for LLSR

36
37 Dale,

38
39 This is also an approval for AIR's for LLSR's.

40
41 **Board Liaison Review Email:**

42 **From:** olsen.j.a@att.net

43 **Sent:** Monday, July 16, 2018 5:47 PM

44 **To:** Dale Gibbons

45 **Subject:** Re: latest LLSR versions

1
2 **I have read the AIR's and approve of them as presented**
3 **Nice job everyone!**

4
5 **CFO Review Email:**
6 **From: Christa Ojeda**
7 **Sent: Tuesday, July 31, 2018 5:09 PM**
8 **To: Dale Gibbons**
9 **Cc: Max Moses**
10 **Subject: RE: LLSR AIRs**

11
12 **Dale,**

13
14 **I have reviewed the AIR - LLSR Guideline Changes Recognition to Award. I understand**
15 **that there are about 30 members that have qualified and paid for multiple LLSRs. If AGD**
16 **takes away their ability to promote their multiple LLSRs, could those members ask for a**
17 **refund and if so, would we grant them? I recommend this AIR go to the Board for their**
18 **deliberation.**

19
20 **Christa**

1
2 **AIR Addendum – HOD Policy Change Request**
3

4
5 **Action:** Add _____ Revise X Delete _____
6

7
8 **Existing Policy to Revise/Delete:**
9

- 10 • House Policy 2015:203S-H-6Lifelong Learning and Service Recognition Program
11

12 **Resolution Presented for Approval:**
13

14
15 And be it further,

16
17 Resolved, that House Policy 2015:203S-H-6Lifelong Learning and Service Recognition Program
18 be modified to read:

19
20 Lifelong Learning & Service Recognition Guidelines
21

22 *Why Achieve Recognition?*

23 Lifelong Learning & Service Recognition (LLSR) is a program of formal recognition for the
24 Academy of General Dentistry (AGD) Masters in the areas of continuing education, dental-
25 related community service and service to organized dentistry. It is not a credential and in no way
26 may be represented to the public as such. LLSR was created to recognize the achievements of
27 those AGD Masters who clearly recognize the professional obligation to remain current in their
28 profession and to create an example so that each member of the dental profession never loses
29 sight of this obligation. Achieving the LLSR from the AGD tells colleagues and patients of your
30 continued commitment to lifelong learning and quality patient care. A Master may receive an
31 LLSR only once ~~multiple times, in a sequential manner, as long as all requirements are met.~~
32 ~~Once a Master is first recognized by this achievement, subsequent recognitions may include only~~
33 ~~those credits and points earned since the date of the previous LLSR recognition.~~
34

35 *A Charge to all Masters*

36 Masters of the AGD embody the AGD’s principles and ideals. They accept an obligation to
37 continually prove themselves worthy of that designation throughout their professional lives.
38 There are certain obligations that go along with the honor of becoming a Master in the AGD.
39 Masters are expected to:

- 40 1) Continue their commitment to lifelong learning
41 2) Be a mentor to associates and new dentists
42 3) Improve the quality of continuing education
43 4) Be a voice of the general dentist.
44

45 *LLSR Requirements*

- 1) All applicants must be AGD Masters, with AGD membership in good standing at the time of application and when recognition is received.
- 2) 500 credit hours are required in course attendance, teaching or publications earned since the date Mastership was received ~~or since a previous LLSR was received~~. A breakdown of these credits can be found below in the Course Attendance section.
- 3) Completion of 100 hours of AGD-approved dental-related community/volunteer service and/or service to organized dentistry is required. Hours must have been performed since the date Mastership was received ~~or since a previous LLSR was received~~. The acceptability of points is subject to review by the Dental Education Council. Examples of acceptable dental-related volunteer service can be found below in the Community and Volunteer Service section.
- 4) An application must be submitted with the designated application processing fee, which is determined annually by the Dental Education Council. This fee covers direct costs, plus \$100 for overhead costs. Applications must be postmarked by December 31.
- 5) Acceptance or denial will be communicated to applicants following review of the application by the Dental Education Council. All decisions of the council are final. Recognition of LLSR recipients will be at the constituent and/or regional level and through AGD publications. Recipients will be invited to be present and attend the Convocation Ceremony where they will be celebrated by inclusion of their names in the Convocation program. Recipients will be seated in a designated area and will walk across the stage to be honored, and have each of their names read, prior to the FAGD and MAGD awardees.”

21
22 Course Attendance

- 1) Completion of 500 hours of FAGD/MAGD-approved continuing education credit. Hours must have been earned since the date Mastership was received ~~or since a previous LLSR was received~~:
 - a) At least 150 continuing education hours must be earned in participation course attendance;
 - b) A maximum of 100 credits for teaching is allowed;
 - c) A maximum of 100 credits for publications is allowed.
- 2) Credits for course attendance, teaching or publications must be in at least eight (8) of the following disciplines, although there are no minimums or maximum by discipline. Note: No credits will be accepted for advanced academic education programs, such as residencies or advanced degree programs.

Subject Category	Subject Code
Basic Science	010
Endodontics	070
Electives	130
Myofacial Pain/ Occlusion Orofacial Pain [‡]	200
Operateive Dentistry	250
Oral/Max Surgery	310
Anes/Pain Mgmt/Pharm [‡]	340
Orthodontics	370
Pediatrics	430
Periodontics	490

1	Practice Mgmt	550
2	Fixed Prosth	610
3	Removable Prosth	670
4	Implants	690
5	Oral Med/Oral Dx	730
6	Special Pt Care	750
7	Esthetics	780

8

9 **These changes go into effect January 1, 2017. Any member that has not achieved or applied for*
 10 *Fellowship, Mastership, or LLSR by December 31, 2016, will be expected to meet the updated*
 11 *continuing education requirements at that time.*

12

13 Teaching and Publication Credit

14 1) Full or part-time faculty positions in ADA/CDA-accredited institutions are eligible for up to
 15 ten (10) credit hours each year. Verification of teaching appointments is required from each
 16 institution and should be included with the application.

17 2) Teaching continuing dental education courses for organizations that are approved by PACE or
 18 an AGD constituent are eligible for credit. Verification is required that indicates the dental
 19 discipline and the number of hours. Credit will be given hour-for-hour for each presentation.

20 3) The publication of a scientific article, case report, technique paper or clinical research report
 21 in a scientific journal or textbook is worth ten (10) credit hours. A copy of the articles, with dates
 22 of publication, should be submitted with the application.

23

24 Community and Volunteer Service

25 1) One community service point is equal to one hour of volunteer community service. The
 26 Dental Education Council will determine which additional categories of service not described in
 27 these guidelines may be eligible. Volunteer work for a for-profit organization, such as a dental
 28 manufacturer, is not eligible.

29 2) To document community service, a representative of the organization for which the
 30 community/volunteer work was done must complete and sign the provided Volunteer Service
 31 Verification Form, which specifies the type(s) and term(s) of volunteer service(s) provided. If
 32 additional verification is needed, please attach necessary documentation to this form.

33 3) No financial remuneration or “in-kind” remuneration may be received for service/volunteer
 34 work. Reimbursement of expenses such as airfare, transportation, meals, etc., is allowed.

35

36 Categories of community and volunteer service may include, but are not limited to:

- 37 a. Providing pro bono dental services through a not-for-profit organization;
- 38 b. Mentoring a student, emerging dentist or struggling colleague, through a recognized dental
 39 organization;
- 40 c. Service in a volunteer dental clinic;
- 41 d. Service overseas on a dental mission;
- 42 e. Volunteer service in a community program, such as a health fair;
- 43 f. Providing presentation on dental-related topics to schools, civic, church or other community
 44 groups or other health professionals;

- 1 g. Providing oral cancer screenings at a local church, synagogue, school, health fair, nursing
- 2 home, retirement community, etc.;
- 3 h. Providing dental screenings to athletes through the Special Olympics Special Smiles;
- 4 i. Volunteer work at a local or national dental meeting, such as working at the organization's
- 5 booth;
- 6 j. Serving as an unpaid team dentist for a school, college, professional sports team or youth
- 7 athletic association;
- 8 k. Instituting a mouth guard program for a school, college, professional sports team or youth
- 9 athletic association;
- 10 l. Providing dental education programs at elementary or secondary schools;
- 11 m. Volunteering as a Boy/Girl Scout merit badge leader for dental health.

12

13 Service to Organized Dentistry:

14 Holding a local, state/provincial or national appointment or an elected office in a dental
15 organization is considered service to organized dentistry. Points are awarded for each month of
16 service, up to 12 points per year per national or local organization.

17 1) A maximum of 12 points may be earned annually for serving in a national position in a dental
18 organization. Service time of less than one year will be prorated by month. Holding multiple
19 positions at the national level in the same organization is acceptable only up to the 12-point limit
20 each year.

21 2) A maximum of 12 points may be earned annually for serving in state/provincial, constituent or
22 component positions in a dental organization. Service time of less than one year will be prorated
23 by month. Holding multiple positions in the same local organization is acceptable only up to the
24 12-point limit each year.

25 3) To document service to organized dentistry, a representative of the organization for which the
26 service was done must complete and sign the provided Volunteer Service Verification Form,
27 which specifies the type(s) and term(s) of volunteer service(s) provided. If additional verification
28 is needed, please attach necessary documentation to this form.

29

30 *Application Procedures and Deadline*

31 All LLSR requirements must be completed by the December 31 application deadline.

32 Applications must be postmarked no later than December 31 to be considered for the class
33 immediately following the application deadline, and must include the designated application fee.
34 This fee is determined annually by the Dental Education Council and includes a non-refundable
35 processing fee. The AGD is not responsible for lost or delayed mail. Only the Dental Education
36 Council may determine the acceptability of LLSR applications. Applicants are notified by letter
37 of the Council's decision, and all decisions of the Council are final. Recognition will be provided
38 at the Convocation Ceremony at the AGD Annual Meeting & Exhibits through the inclusion of
39 names of the new recipients in the Convocation program and in AGD publications.

40 Direct inquiries regarding the LLSR to:

41

42 Academy of General Dentistry
43 Department of Dental Education
44 560 W. Lake Street, Sixth Floor
45 Chicago, Illinois 60661-6600

1 Phone 888.AGD.DENT (243.3368)
2 **Fax 312.335.3428”**
3 Resolved, that the document Lifelong Learning and Service Recognition (LLSR) Guidelines be
4 adopted.”
5
6

7 **Related Existing HOD Policies:**

8
9 All related policies are listed above.
10

11
12 **Are existing AGD policies inadequate or no longer appropriate? Explain.**

13
14 Existing polices with recommended modifications are appropriate.
15

16
17 **For additions/revisions, how often should this policy be reviewed? [Default is every 5 years]**

18
19 Every five years.
20

21
22 **Any documentation or literature considered in developing this submission?**

23
24 Review of existing AGD Fellowship and Mastership Guidelines to ensure award policies are
25 written in a consistent manner.
26

27
28 **Other Comments?**
29
30
31
32
33

1 Resolution 204

2
3 **“Resolved, that HOD Policy 2014:105R-H-6 be rescinded.**

4
5 ~~2014:105R-H-6 “Resolved, that the Meeting Services Guidelines Scientific Session Fees~~
6 ~~Annual Meetings Council be amended to read~~

7
8 ~~Scientific Session Fees Annual Meetings Council~~

9
10 ~~AGD member dentist registrants who purchase tickets for scientific sessions and then find~~
11 ~~that they are elevated to delegate or alternate delegate status may obtain a full refund of~~
12 ~~their scientific session ticket(s)~~

13
14 ~~REFUNDS FOR TICKETS PURCHASED~~

15
16 ~~Cancellation requests received less than 30 days prior to the first official day of the annual~~
17 ~~meeting, with the exception of AGD member dentist registrants who have been elevated to~~
18 ~~delegate or alternate delegate status, will not be eligible for a credit or refund.~~

19
20 **And be it further,**

21
22 **Resolved, that the Board Policy Manual be amended to include Policy Type: VI. Board**
23 **Guidelines, E. Scientific Session Refunds**

24
25 **AGD member dentist registrants who purchase registration and/or tickets for the Scientific**
26 **Session may obtain a refund of that purchase, less a processing fee, up to 30 days before the**
27 **first day of the Session. AGD member dentist registrant refund requests will incur a \$50**
28 **processing fee. Guest registrant refund requests will incur a \$15 processing fee. Requests**
29 **received less than 30 days before the first day of the Session will not be eligible for a credit**
30 **or refund.**

31
32 **Monitoring: Review by Board annually in April**

33
34 **AIRBIV2018#09 - Scientific Session Registration Cancellation Policy 2014:105R-H-6**
35 **Amendment**

36
37 **Prepared by:** Ms. Erin Wellin, Director of Meetings and Exhibits

38
39 **Date of Report:** July 12, 2018

40
41 **Staff Resources:** \$0

42
43 **Total Financial Cost:** Unknown

44
45 **Budget Ramifications:** Unknown

1
2 **Action/Timeline:** Vote by Board at BMIV, HOD 2018/to be implemented in 2019 Scientific
3 Session
4

5 **BOARD RECOMMENDS ADOPTION**
6

7 *Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Gajjar, Gorman, Guter, Hanson, Harunani, King, Kozelka,*
8 *Lew, Low, Olsen, Shelly, Smith, Stillwell, Uppal, White, Wooden, Worm*
9

10 *a – Edgar, Winland*
11

12 *A - Gehrig, Tillman*
13

14 *N/A - Cordero*
15

16 **How It Fits into the Strategic Plan:**

17 Goal 1—Education: Become the most valued resource of quality dental continuing education for
18 general dentists at all stages of their career.

19 Strategy 1: Create a Scientific Session that will annually attract at least 5 percent of AGD
20 members by the end of 2018.

21 Strategy 2: Facilitate education programs that promote members’ success and advancement
22 through all stages of their dental career using traditional as well as innovative, cutting-edge
23 methods.
24

25 **How it Fits into the Corporate Objectives:**

26 **Scientific Session** – By June 15, 2018, Scientific Session attracted 5% of AGD’s membership.
27

28 **Introduction:**

29 The current meeting registration cancellation policy is outdated and does not match current
30 Scientific Session business practices. As such, staff were encouraged to author an AIR to update
31 the policy and request that this policy, a remnant from when both the Annual Meeting and
32 Scientific Session were combined, be considered annually by the Board.
33

34 **Necessary Information:**

- 35
 - Due to the frequency of Board meetings, amendments to policies can be made more
36 quickly.
37

38 **What We Don’t Know:**

- 39
 - We don’t know how often this policy will need to be amended.
40

41 **Pros and Cons:**
42

43 **Pros:**

- 44
 - This consideration will allow for agility and promptness in responding to members’
45 requests for reimbursement.
46

1 **Cons:**

- 2 • None

3
4 **Executive Director/CEO Recommendations:**

5 I agree that this AIR should be presented to the Board.

6
7 Max

8
9 **How It Fits into the Market Research:**

- 10 • N/A

11 **Does this conflict with the Constitution and Bylaws, an AGD HOD Policy or Board Policy?**
12 **If yes, please provide the conflict and how you propose to resolve it:**

- 13 • N/A

14
15 **Responsible Staff Liaison & AGD member:**

16 Erin Wellin

17 Director of Meetings & Exhibits

18 erin.wellin@agd.org

19 312.440.4977 – p

20
21 Dr. Joseph Picone

22 Chair, Scientific Meeting Council

23 japdmd@gmail.com

24 **860.628.4761 - p**

25
26 **Suggested Council or Agencies to Complete Action:**

27 Scientific Meeting Council

28
29 **Suggested Councils or Agencies to be Involved in Collaboration:**

30 None

31
32 **Chair Approval Email:**

33 I approve the AIR as written. Thank you Erin!!!

34 Joseph A. Picone, DMD, MAGD

35
36
37 **Division Coordinator Review Email:**

38 Erin,

39
40 I have read and approve of your AIR.

41
42 Thanks, Dr. Wong

43

1

2 **Board Liaison Review Email:**

3 I approve for review by the board.

4

5 thanks,

6

7 Sanjay

8

9

10 **CFO Review Email:**

11 I have reviewed the AIR and recommend it be sent to the Board for discussion.

12

13 Christa

1 AIR Addendum – HOD Policy Change Request

2
3
4 Action: Add _____ Revise _____ Delete x _____

5
6
7 Existing Policy to Revise/Delete: 2014:105R-H-6

8
9
10 Resolution Presented for Approval:

11 ~~2014:105R-H-6 “Resolved, that the Meeting Services Guidelines Scientific Session Fees~~
12 ~~Annual Meetings Council be amended to read~~

13 ~~Scientific Session Fees Annual Meetings Council~~

14
15
16
17 ~~AGD member dentist registrants who purchase tickets for scientific sessions and then find~~
18 ~~that they are elevated to delegate or alternate delegate status may obtain a full refund of~~
19 ~~their scientific session ticket(s)~~

20
21 ~~REFUNDS FOR TICKETS PURCHASED~~

22
23 ~~Cancellation requests received less than 30 days prior to the first official day of the annual~~
24 ~~meeting, with the exception of AGD member dentist registrants who have been elevated to~~
25 ~~delegate or alternate delegate status, will not be eligible for a credit or refund.~~

26
27
28 Related Existing HOD Policies:

29 None

30
31 Are existing AGD policies inadequate or no longer appropriate? Explain.

32 Yes, the current meeting registration cancellation policy is outdated and does not match current
33 Scientific Session business practices.

34
35 For additions/revisions, how often should this policy be reviewed? [Default is every 5 years]

36 This policy should be reviewed by the Board, annually.

37
38 Any documentation or literature considered in developing this submission?

39 N/A

40
41 Other Comments?

42 N/A

Resolution 205

“Resolved, that the Board Policy Manual (BPM) be amended at Policy Type: II. Governance Process, M., Section 2., Examinations Council to read:

E. Examinations Council

1. The Examinations Council shall consist of six (6) members, including the chairperson, the chairs of the ~~Fellowship Exam Committees (A, B, and C)~~, Examination Development Committee, Examination Assessment Committee and Examination Materials Committee, chair of the Self-Instruction Committee, and one (1) other members who has ~~have~~ served at least one (1) term on the Examination Council or Self-Instruction Committee. All members of the council must and each of whom have achieved Fellowship or Mastership status within the organization.

2. It shall be the duty of the council:

a. To be responsible for overseeing the construction, administration, scoring, and security of the Fellowship Examination;

b. To help develop and administer, in conjunction with the ~~Examination Committees~~ Examination Development Committee, Examination Assessment Committee and Examination Materials Committee, any other examination, quizzes, or instruments of measurement when so directed by the HOD, or Board;

c. To audit the Fellowship Review Course annually to ensure the quality of the course materials is consistent with the overall premise of the Fellowship Examination;

d. To recommend and enforce policies pertaining to examinations for which it is responsible.

e. To evaluate the quality and effectiveness of *General Dentistry's* Self-Instruction program once a year.

3. To adhere to the Sunset Review Process and Schedule outlined in Policy Type V.: Board Policy Statements.

4. A quorum of the council and the examination committees~~exam teams~~ shall be a majority of members present.

5. Each Council and Committee shall evaluate the revenues and expenses pricing of all its programs and services annually as part of the budget process. Additionally, each Council and Committee shall provide a complete revenue and expense analysis to the Board at Board Meeting IV at least every three years, beginning 2019.

1 6. AGD staff will send out to each council, committee, or other agency member along with
2 any member collaborating on any AGD business the Code of Conduct form to be
3 completed by said individual at the beginning of each governance year. Each covered
4 individual will submit to their staff liaison an accurately completed form, including
5 particular attention paid to any companies that may have remunerated said covered
6 individual and subsequently reported such remuneration to the federal government's
7 reporting structure under the Sunshine Act. The staff liaison will compile all of their
8 individual's forms, and share them with their chairperson and also the executive office
9 staff, who will in turn, forward them to the Audit Committee for further review.

10
11 And be it further:

12
13 Resolved, that the Board Policy Manual (BPM) be amended at Policy Type: II.
14 Governance Process, M., Section 3H, Examinations Items Bank Committee (Team C) to
15 read:

16
17 **H. Examinations ~~Items Bank~~ Materials Committee (~~Team C~~)**

18
19 **1. The Examination ~~Item Bank~~ Materials Committee (~~Team C~~) shall be composed of six (6)**
20 **members, each of whom have achieved Fellowship or Mastership status within the**
21 **organization and each of whom have served a minimum of two (2) years on either ~~Team A~~**
22 **or ~~Team B~~ the Examination Development Committee or of the ~~Fellowship~~ Examination**
23 **Assessment Committee;**

24
25 **Committee members shall serve no more than two (2) consecutive three (3) year terms on**
26 **the committee;**

27
28 **2. It shall be the duty of the committees:**

29
30 **a. To ensure that each item in the item bank is appropriately and consistently categorized**
31 **in accordance with the examination content outline;**

32
33 **b. To review periodically the content outline for the Fellowship Examination and**
34 **recommend changes in the outline to the council;**

35
36 **c. To develop the Fellowship Examination Study Guide annually per the established**
37 **development guidelines set forth by the council;**

38
39 **3. To adhere to the Sunset Review Process and Schedule outlined in Policy Type V.: Board**
40 **Policy Statements.**

41
42 **4. Each Council and Committee shall evaluate the revenues and expenses pricing of all its**
43 **programs and services annually as part of the budget process. Additionally, each Council and**
44 **Committee shall provide a complete revenue and expense analysis to the Board at Board**
45 **Meeting IV at least every three years, beginning 2019.**

1
2 **5. AGD staff will send out to each council, committee, or other agency member along with**
3 **any member collaborating on any AGD business the Code of Conduct form to be**
4 **completed by said individual at the beginning of each governance year. Each covered**
5 **individual will submit to their staff liaison an accurately completed form, including**
6 **particular attention paid to any companies that may have remunerated said covered**
7 **individual and subsequently reported such remuneration to the federal government's**
8 **reporting structure under the Sunshine Act. The staff liaison will compile all of their**
9 **individual's forms, and share them with their chairperson and also the executive office**
10 **staff, who will in turn, forward them to the Audit Committee for further review.**

11
12 **And be it further:**

13
14 **Resolved, that the Board Policy Manual (BPM) be amended at Policy Type: II.**
15 **Governance Process, M., Section 3 I. Fellowship Exam Committee (Teams A and B) to**
16 **read:**

17
18 **I. Fellowship Exam Committee (Teams A and B) Examination Development Committee**

19
20 **1. The Fellowship Exam Committee (Teams A and B) Examination Development**
21 **Committee shall be composed of ~~twelve (12)~~ six (6) members, at least one (1) of whom shall**
22 **be a member of the Examinations Council, with each of the ~~twelve (12)~~ six (6) members**
23 **having achieved Fellowship or Mastership status within the organization;**

24
25 **Those committee members who are not members of the Examinations Council shall serve**
26 **no more than two (2) consecutive three- (3) year terms on the committee;**

27
28 **2. It shall be the duty of the committee:**

29
30 **a. To construct, ~~review,~~ and score the Fellowship Examination;**

31
32 **b. To make recommendations for an official passing score, based on the statistical**
33 **analyses, for the annual Fellowship Examination to the Examinations Council;**

34
35 **c. To maintain an adequate pool of examination items that can be utilized for the**
36 **Fellowship Examination.**

37
38 **3. To adhere to the Sunset Review Process and Schedule outlined in Policy Type V.: Board**
39 **Policy Statements.**

40
41 **4. Each Council and Committee shall evaluate the revenues and expenses pricing of all its**
42 **programs and services annually as part of the budget process. Additionally, each Council and**
43 **Committee shall provide a complete revenue and expense analysis to the Board at Board**
44 **Meeting IV at least every three years, beginning 2019.**

1 5. AGD staff will send out to each council, committee, or other agency member along with
2 any member collaborating on any AGD business the Code of Conduct form to be
3 completed by said individual at the beginning of each governance year. Each covered
4 individual will submit to their staff liaison an accurately completed form, including
5 particular attention paid to any companies that may have remunerated said covered
6 individual and subsequently reported such remuneration to the federal government's
7 reporting structure under the Sunshine Act. The staff liaison will compile all of their
8 individual's forms, and share them with their chairperson and also the executive office
9 staff, who will in turn, forward them to the Audit Committee for further review.

10
11 **I.J. Fellowship Exam Committee (Teams A and B) Examination Assessment Committee**

12
13 **1. The Fellowship Exam Committee (Teams A and B) Examination Assessment**
14 **Committee shall be composed of twelve (12) six (6) members, at least one (1) of whom shall**
15 **be a member of the Examinations Council, with each of the twelve (12) six (6) members**
16 **having achieved Fellowship or Mastership status within the organization;**

17
18 **Those committee members who are not members of the Examinations Council shall serve**
19 **no more than two (2) consecutive three- (3) year terms on the committee;**

20
21 **2. It shall be the duty of the committee:**

22
23 **a. ~~To construct, review, and score~~ To review the preliminary and approve the final**
24 **version of the Fellowship Examination;**

25
26 **b. ~~To make recommendations for an official passing score, based on the statistical~~**
27 **~~analyses, for the annual Fellowship Examination to the Examinations Council~~ To review all**
28 **course materials for the Fellowship Review Course annually;**

29
30 **c. To maintain an adequate pool of examination items that can be utilized for the**
31 **Fellowship Examination.**

32
33 **3. To adhere to the Sunset Review Process and Schedule outlined in Policy Type V.: Board**
34 **Policy Statements.**

35
36 **4. Each Council and Committee shall evaluate the revenues and expenses pricing of all its**
37 **programs and services annually as part of the budget process. Additionally, each Council and**
38 **Committee shall provide a complete revenue and expense analysis to the Board at Board**
39 **Meeting IV at least every three years, beginning 2019.**

40
41 **5. AGD staff will send out to each council, committee, or other agency member along with**
42 **any member collaborating on any AGD business the Code of Conduct form to be**
43 **completed by said individual at the beginning of each governance year. Each covered**
44 **individual will submit to their staff liaison an accurately completed form, including**
45 **particular attention paid to any companies that may have remunerated said covered**

1 individual and subsequently reported such remuneration to the federal government's
2 reporting structure under the Sunshine Act. The staff liaison will compile all of their
3 individual's forms, and share them with their chairperson and also the executive office
4 staff, who will in turn, forward them to the Audit Committee for further review.

5
6 And be it further,

7
8 Resolved that all subsequent committee charges be renumbered appropriately in the Board
9 Policy Manual.

10
11 And be it further,

12
13 Resolved, that the Board Policy Manual (BPM) be amended at Policy Type: II. Governance
14 Process, H. Division Coordinator Duties be amended to read:

15
16 ...

17
18 **Continuing Education Division**

- 19 • **Dental Education Council**
- 20 • **Examinations Council**
- 21 • ~~Fellowship Exam Committee (Teams A and B)~~ Examination Assessment Committee
- 22 • ~~Fellowship Exam Committee (Teams A and B)~~ Examination Development Committee
- 23 • ~~Examinations Items Bank Committee (Team C)~~ Examination Materials Committee
- 24 • **Local Advisory Committee**
- 25 • **PACE Council**
- 26 • **Scientific Meeting Council**
- 27 • **Self Instruction Committee**

28
29 And be it further,

30
31 Resolved, that the Board Policy Manual (BPM) be amended at Policy Type: V. Board
32 Policy Statements, Q. Sunset Review Process and Schedule be amended to read:

33
34 ...

35
36 **Sunset Review Process schedule**

37
38 **2015-2016**

39 **Credentials and Elections Committee**

40 **Examinations Council**

41 ~~Fellowship Exam Committee (Teams A and B)~~ Examination Assessment Committee

42 ~~Fellowship Exam Committee (Teams A and B)~~ Examination Development Committee

43 ~~Examinations Items Bank Committee (Team C)~~ Examination Materials Committee

44
45 And be it further,

1
2 **Resolved, that HOD Policy 2017-101-H-11 be amended to read:**

3
4 **2017-101-H-11 “Resolved, that AGD HOD policy 2002:8-H-7 be revised as follows:**

5
6 **“Resolved, that the following system be used to guide the incoming President in making**
7 **council and committee appointments:**

8
9 **1. The incoming President will send a letter in April to all Constituent Presidents,**
10 **Regional Directors, and Trustees asking for council and committee appointment**
11 **recommendations. The letter will be accompanied by a suggested geographical distribution**
12 **based on the number of members in each region to help make the appointments as**
13 **geographically balanced as possible. This geographical distribution list will be based on**
14 **the present council and committee structure, not including the Local Advisory Committees,**
15 **the Professional Relations Committee, and all Board Committees. Members of the**
16 **Examination Council shall not be counted a second time if also serving on ~~Exam~~**
17 **~~Committee A, Exam Committee B, or Exam Committee C~~ Examination Assessment**
18 **Committee, Examination Development Committee, and Examination Materials Committee.**
19 **The deadline for responding to this communication will be June 30 of each year.**

20
21 **And be it further,**

22
23 **Resolved that the AGD Constitution and Bylaws be amended to read:**

24
25 **CHAPTER XIII, Divisions, Councils and Committees**

26
27 **Section 2. Each of the following councils and committees shall be assigned to the following**
28 **Divisions:**

29
30 ...

31 **C. Continuing Education Division**

32
33 ...

34
35 **4. Examinations Council**

36
37 **a. Examination Assessment Committee**

38
39 **b. Examination Development Committee**

40
41 **c. Examination Materials Committee**

42
43 **bd. Self Instruction Committee**

44
45 **a. Examinations Item Bank Committee (Team C)**

1
2 **d. ~~Fellowship Examination Committee (Teams A & B)~~**

3
4 **AIRBIV2018#10 - Amend the Names of the Exam Committees in the BPM, HOD Policy**
5 **Manual and Constitution and Bylaws**
6

7 **Prepared by:** Kris Abed-Canchola

8
9 **Date of Report:** July 17, 2018

10
11 **Staff Resources:** minimal

12
13 **Total Financial Cost:** None

14
15 **Budget Ramifications:** None

16
17 **Action/Timeline:** Vote by Board at Meeting IV; immediate implementation

18
19 **BOARD RECOMMENDS ADOPTION**

20
21 *Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Gajjar, Gorman, Guter, Hanson,*
22 *Harunani, King, Kozelka, Lew, Low, Olsen, Shelly, Smith, Stillwell, Uppal, White, Wooden,*
23 *Worm*

24
25 *a – Edgar, Winland*

26
27 *A - Gehrig, Tillman*

28
29 *N/A - Cordero*

30
31 **How It Fits into the Strategic Plan:**

32 Goal 5—Organizational Excellence: **Ensure that the AGD is financially viable, functions**
33 **efficiently in a cost-effective manner, and has a mutually supportive relationship with its**
34 **constituents.**

35 **Strategy 4:** Promote an organizational culture that best supports attainment of strategic goals
36 and a healthy operating environment.

37
38 **How it Fits into the Corporate Objectives:**

- 39
 - N/A

40
41 **Introduction:**

42 Each year, three Examination Committees, generally know as Teams A, B and C, meet to
43 develop the Fellowship Examination, study guide and to update the item bank associated with
44 the exam and study guide. Each of these committees is assigned their own tasks, separate from
45 the other committees.

1
2 Currently, these committees are officially named as Fellowship Exam Committees (Teams A and
3 B) and the Examinations Item Bank Committee (Team C). Though these names are rarely used
4 when referring to the examination committees, they do not accurately reflect what each
5 committee is tasked with annually. Exam Committee A is solely responsible for scoring the
6 newly administered exam annually in addition to building the following year’s preliminary
7 exam. Exam Committee B is responsible for reviewing and assessing the preliminary exam
8 before it is published annually. Finally, Item Bank Committee C is responsible for overseeing the
9 new item bank questions in addition to developing a new edition of the study guide annually.
10 Based on their assigned tasks, the Examinations Council has determined that more accurate
11 names for these groups would reflect their annual tasks. As such, the council is recommending
12 the following revisions:

13
14 Fellowship Exam Committees (Teams A and B) changed to:

15
16 Examination Development Committee (formerly Team A)
17 Examination Assessment Committee (formerly Team B)

18
19 Examination Item Bank Committee (Team C) changed to:

20
21 Examination Materials Committee (formerly Team C).
22

23 In addition to clarifying the names of the committees, there would be more clarification in the
24 annual scheduling of the committee meetings for the AGD calendar of events. Currently, it is
25 assumed that Team A (Examination Development Committee) is the first meeting of the year
26 since it is labeled “A”; however, Team A (Examination Development Committee) actually meets
27 immediately following the dates of the Scientific Session annually. The first meeting of the year
28 is actually Team B (Examination Assessment Committee) in April, then Team C (Examination
29 Materials Committee) in June and finally Team A (Examination Development Committee) in
30 July/August depending on the dates of the annual session. By revising the names of the exam
31 committees, this would help to eliminate the assumption that because the committees teams are
32 alphabetical in nature that their overall schedule would fall in the same order.

33
34 Lastly, clarification of the committee names would lend to assisting potential volunteers as to the
35 tasks of each of the Examination Committees. Currently, the official names do not reflect an
36 accurate representation of the committee tasks and the ‘unofficial’ names do not offer any
37 information as to the committee tasks. The Examinations Council believes the new names would
38 help to new volunteers to have a better understanding of these committee tasks.

39
40 Given the issues noted above, the Examinations Council is asking the Board to approve
41 amending the Board Policy Manual, House of Delegates Policy Manual, and AGD Constitution
42 and Bylaws for the Examinations Council and Committees charges to revise the official names of
43 the examination committees to reflect their overall appointed annual tasks.

44
45 **Necessary Information:**

- 1 • Dr. Christopher Griffin, chair for the Examinations Council, has provided input for the
2 information of this report.
- 3 • The CBLJA Chair has reviewed this AIR and determined that it is essentially
4 housekeeping.”
- 5 • The current official names of the Examinations Committees are not being used when
6 referring to these committees.
- 7 • The current official names of the Examinations Committees do not accurately reflect the
8 tasks of each committee.
- 9 • The current ‘unofficial’ names for the Examinations Committee lends to confusion as to
10 what each group’s tasks are.
- 11 • The current ‘unofficial’ names for the Examinations Committees lends to confusion as to
12 the annual schedule of the meetings.
- 13 • Clarification of the committee names would help to alert newly appointed members to
14 their assigned committee task.

15

16 **What We Don’t Know:**

- 17 • If the clarification of the Exam Committee names will assist others in their understanding
18 of committee tasks.
- 19 • If the clarification of the names will lessen confusion as to the meeting schedule of the
20 Exam Committees.

21

22 **Pros and Cons:**

23

24 **Pros:**

- 25 • Clarification of the Exam Committee names could provide a clearer understanding of
26 their charges.
- 27 • Clarification of the Exam Committee names could help to remove confusion associated
28 with their ‘unofficial’ names and their meeting schedule.
- 29 • Clarification of the Exam Committee names could help to alert potential new committee
30 members to their potential assignment.

31

32 **Cons:**

- 33 • The Examinations Committees will still be referred to as Teams A-C.

34

35 **Executive Director/CEO Recommendations:**

36

37 **From:** Max Moses

38 **Sent:** Wednesday, July 25, 2018 1:46 PM

39 **To:** Kris Abed-Canchola; Christa Ojeda

40 **Cc:** Daniel Buksa; Dale Gibbons

41 **Subject:** RE: AIR - Amendment of the Exam Council and Committees Names

42

43 I agree that this AIR should be discussed by the Board.

44

45 Max G. Moses, JD, CPA, MBA

1 Executive Director
2 Academy of General Dentistry
3 560 W. Lake St., Sixth Floor
4 Chicago, IL 60661-6600
5 312.440.4303 Direct
6 888.AGD.DENT Main
7 888.243.7392 Exclusive AGD Leader Line
8 312.335.3438 Fax
9 Max.Moses@agd.org
10 www.agd.org

11
12 **How It Fits into the Market Research:**

- 13 • N/A
14

15 **Does this conflict with the Constitution and Bylaws, an AGD HOD Policy or Board Policy?**

16 **If yes, please provide the conflict and how you propose to resolve it:**

- 17 • Yes, as it would change the names of the Exam Committees within the Board Policy
18 Manual, House of Delegates Policy Manual, and the Constitution and Bylaws.
19

20 **Responsible Staff Liaison & AGD member:**

21 Kristine Abed-Canchola, Manager, Examinations and Self-Instruction
22 312.440.4336 – p
23 312.440.3428 – f
24 Kris.abed-canchola@agd.org
25

26 **Christopher T. Griffin, DMD, FAGD, Chair, Examinations Council**

27 **864.229.2610 – p**
28 **864.229.3323 – f**
29 molarinc@nctv.com
30

31 **Jennifer Goler, Associate Director, Governance**

32 **312.440.4336 – p**
33 **312.335.3438 – f**
34 Jennifer.goler@agd.org
35

36 **Suggested Council or Agencies to Complete Action:**

37 AGD Board
38

39 **Suggested Councils or Agencies to be Involved in Collaboration:**

40 AGD Board
41

42 **Chair Approval Email:**

43
44 **From:** Christopher T. Griffin, DMD [mailto:molarinc@nctv.com]
45 **Sent:** Thursday, July 26, 2018 6:57 AM

1 **To:** Kris Abed-Canchola
2 **Subject:** RE: AIR to the Board for Your Review

3

4 Kris,

5

6 I have reviewed the AIR and recommend that it be submitted for consideration to the
7 Board. Nice job!

8

9 Sincerely,

10

11 Chris

12 Christopher T. Griffin DMD, FAGD

13 Examination Council Chair

14

15 **Division Coordinator Review Email:**

16

17 **From:** Eric Wong [mailto:ericterriwong@comcast.net]

18 **Sent:** Thursday, July 26, 2018 12:34 PM

19 **To:** Kris Abed-Canchola

20 **Subject:** Re: AIR for Review and Approval

21

22 Kris,

23

24 Hope all is well, I have read, reviewed this AIR, and approve.

25

26 Eric

27 Sent from my iPhone

28

29 **Board Liaison Review Email:**

30

31 **From:** Kevin Low [mailto:lenny2351_69129@yahoo.com]

32 **Sent:** Thursday, July 26, 2018 1:17 PM

33 **To:** Kris Abed-Canchola

34 **Subject:** Re: AIR for Your Review and Approval

35

36 Hi Kris-

37

38 I read through the AIR. I see no problems with it, and accordingly, I approve.

39

40 lennykevinlow

41

42 **CFO Review Email:**

43

44 **From:** Christa Ojeda

45 **Sent:** Wednesday, July 25, 2018 1:55 PM

46 **To:** Kris Abed-Canchola; Max Moses

47 **Cc:** Daniel Buksa; Dale Gibbons

48 **Subject:** RE: AIR - Amendment of the Exam Council and Committees Names

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16

Kris,

I have reviewed the AIR and recommend it be sent to the Board.

Christa

Christa Ojeda, CPA
Chief Financial Officer
Academy of General Dentistry
560 W. Lake St., Sixth Floor
Chicago, IL 60661-6600
312.440.4315 (Direct)
888.AGD.DENT (Main)
christa.ojeda@agd.org

AIR Addendum – HOD Policy Change Request

Action: Add _____ Revise _____ Delete _____

Existing Policy to Revise/Delete:
HOD Policy 2017-101-H-11

Resolution Presented for Approval:

2017-101-H-11 “Resolved, that AGD HOD policy 2002:8-H-7 be revised as follows:

“Resolved, that the following system be used to guide the incoming President in making council and committee appointments:

1. The incoming President will send a letter in April to all Constituent Presidents, Regional Directors, and Trustees asking for council and committee appointment recommendations. The letter will be accompanied by a suggested geographical distribution based on the number of members in each region to help make the appointments as geographically balanced as possible. This geographical distribution list will be based on the present council and committee structure, not including the Local Advisory Committees, the Professional Relations Committee, and all Board Committees. Members of the Examination Council shall not be counted a second time if also serving on ~~Exam Committee A, Exam Committee B, or Exam Committee C~~ Examination Assessment Committee, Examination Development Committee, and Examination Materials Committee. The deadline for responding to this communication will be June 30 of each year.

Related Existing HOD Policies:

- N/A

Are existing AGD policies inadequate or no longer appropriate? Explain.

- N/A

For additions/revisions, how often should this policy be reviewed? [Default is every 5 years]
Default

Any documentation or literature considered in developing this submission?

- N/A

Other Comments?

1 **Dental Education Council Annual Report**

2
3 Dental Education Council

- 4
- 5 1. The Dental Education Council shall consist of nine (9) members, including the
6 chairperson.
 - 7
 - 8 2. It shall be the duty of the council:
 - 9
 - 10 a. To guide, approve, initiate, research and develop programs of continuing education in
11 accordance with policies established by the HOD;
 - 12
 - 13 b. To evaluate and recommend candidates for Fellowship, Mastership, and the Lifelong
14 Learning and Service Recognition programs, and the Thaddeus V. Weclaw award and
15 to inform each candidate of his or her acceptance in writing.
 - 16
 - 17 c. To coordinate and recommend policy concerning the registration of members’
18 postdoctoral hours for the membership's Fellowship and Mastership and Lifelong
19 Learning & Service Recognition (LLSR) requirements;
 - 20
 - 21 d. To initiate, review, coordinate, and recommend programs and policies that would
22 enhance and/or measure the quality of continuing education available to AGD
23 members;
 - 24
 - 25 e. To initiate and respond to communications with the American Dental Education
26 Association and the Commission on Dental Accreditation or any other agency as
27 appropriate to ensure that the undergraduate and postgraduate training of dental
28 professionals is responsive to the needs of practicing general dentists.
 - 29
 - 30 3. To adhere to the Sunset Review Process and Schedule outlined in Policy Type V.: Board
31 Policy Statements.
 - 32
 - 33 4. Each Council and Committee shall evaluate the revenues and expenses pricing of all its
34 programs and services annually as part of the budget process. Additionally, each Council
35 and Committee shall provide a complete revenue and expense analysis to the Board at
36 Board Meeting IV at least every three years, beginning 2019.
 - 37
 - 38 5. AGD staff will send out to each council, committee, or other agency member along with
39 any member collaborating on any AGD business the Code of Conduct form to be
40 completed by said individual at the beginning of each governance year. Each covered
41 individual will submit to their staff liaison an accurately completed form, including
42 particular attention paid to any companies that may have remunerated said covered
43 individual and subsequently reported such remuneration to the federal government’s
44 reporting structure under the Sunshine Act. The staff liaison will compile all of their

1 individual's forms, and share them with their chairperson and also the executive office
2 staff, who will in turn, forward them to the Audit Committee for further review.
3
4

5 **Highlights of the year**

6 The Dental Education (DE) Council met twice during the 2017-2018 year; first from January 26-
7 27, 2018, second May 4-5, 2018. The Council also met monthly except for April 2018 using the
8 Zoom Conferencing system.

- 9 • The council continued to work to forward the Educational Strategy, however with reduced
10 staffing resources these efforts were not as successful as hoped for. With staffing levels back
11 up to those previous following AGD2018, movement on these goals has already begun and
12 the DE Council is expecting significant progress moving forward.
- 13 • Three educational collaborations were identified in 2017 (American Society of Dentist
14 Anesthesiologists, Pankey, and Catapult Education) with work on MOU drafts continuing
15 through 2018. The Council anticipates completion of the MOU's by the end of 2018 at which
16 time they will be sent to the Board for final approval.
- 17 • In 2017, 275 members were awarded the AGD Fellowship Award and 97 members were
18 awarded the AGD Mastership Award. Additionally, 32 members earned the Lifelong
19 Learning & Service Recognition.
- 20 • In 2018, 266 members were awarded the AGD Fellowship Award and 66 members were
21 awarded the AGD Mastership Award. Additionally, 32 members earned the Lifelong
22 Learning & Service Recognition. This brings the total to over 15,000 Fellows, over 3000
23 Masters, and over 300 LLSR recipients.
- 24 • In 2017 the DE Council planned and offered 2 three part and 1 four three-part webinar series
25 and two "blended" opportunities where a webinar was a pre-requisite for a course offered at
26 AGD2017. In all there were 1,417 webinar participants in 2017.
- 27 • In 2018 the DE Council has planned 3 three-part webinar series, 2 two-part series and four
28 "blended" opportunities where the webinar was a pre-requisite for a course offered at
29 AGD2018. As of July 10, eight of the 15 scheduled webinars have taken place with a total of
30 1514 registrants.
- 31 • To date, the AGD Online Learning Center currently has 9690 participants who have
32 completed 12,177 completed live and on demand courses combined.
33

34 **Scientific Meeting Collaboration**

35 The DE Council continued to liaison with the Scientific Meeting Council in 2017 and 2018.
36 Initiatives between the councils include the collaboration of blended learning webinars to tie into
37 AGD 2018 in New Orleans, LA. Collaborations are also in progress for the 2019 Scientific
38 Sessions at the Mohegan Sun in Connecticut. The DE Council also worked with the AGD
39 Foundation to allow participation credits for the onsite Oral Cancer Screening for those who took
40 a prerequisite webinar course prior to the event.
41

42 **New and Ongoing Projects**

43 The DE Council continues its efforts to enhance AGD's standing in the world of Continuing
44 Dental Education. In the coming months greater emphasis will be placed on the Educational
45 Strategy and moving goals forward such as: enhancements to the AGD CE search, migration of

1 the Self-Instruction from a manual pencil/paper activity to an online experience with immediate
2 grading and CE completion notification, the ability to collect course and speaker evaluations not
3 only for AGD National educational activities but from our constituents as well. The council
4 looks forward to identifying and providing high-quality webinars on a number of sought after
5 topics while significantly expanding our CE webinar library. Work will also be continued on
6 developing educational partnerships with other like-minded organizations that enhance AGD's
7 member benefits and help to solidify our position as a leader in continuing dental education. The
8 Council will continue their efforts to refine the CE search process to provide information that
9 will help members identify upcoming quality events and include a speaker rating system that
10 allows dentists to seek out the best in continuing education opportunities to meet their needs.

11
12 Efforts are also being directed to enhance CE opportunities for our constituents. Among them is
13 the development of a MasterTrack® community within AGD Connect to enable MasterTrack
14 coordinators to better communicate about best practices and program successes while allowing
15 the Council to understand their challenges, the differences in the existing programs and help
16 them become stronger and more successful.

17
18 The Council has recently formed three new subcommittees: a subcommittee to look at Barriers
19 our members face in obtaining the AGD Awards and two subcommittees that liaison with
20 members of the Membership Council; a subcommittee to evaluate ways AGD can enhance its
21 relationship and position with Dental Schools Deans and Residency programs and a
22 subcommittee to evaluate the opportunity to elevate the AGD awards to a certification status.

23 24 **Conclusion**

25 The council is honored to have had the opportunity to deliberate and determine solutions for the
26 many issues that are of great importance to the dental profession, organized dentistry, and the
27 AGD. The DE Council looks forward to continuing this significant and substantial work for the
28 benefit of our patients and our profession. Members of the DE Council endeavor to meet all
29 upcoming challenges in the spirit of wisdom and service.

30
31 Respectfully submitted:

32
33 Dr. Richard D. Knowlton, *Chair*

34 Dr. Douglas J. Brown

35 Dr. Emily Ishkanian

36 Dr. Edward T. Lawler

37 Dr. Filippo Marchello

38 Dr. Marcus K. Randall

39 Dr. George J. Schmidt

40 Dr. James J. Seitz

41 Dr. Kimberly R. Wright

42
43 **Responsible Council Chair & Staff Liaison:**

1 Richard D. Knowlton, DMD, MAGD
2 Chair, Dental Education Council
3 rdknowlton@aol.com
4 717-367-1560
5

6 **Dale Gibbons, CAE**
7 **Director, Education**
8 Dale.Gibbons@agd.org
9 312-440-4309
10

11 **Chair Approval Email:**

12 I approve this report.
13 Rick Knowlton DMD, MAGD
14 DE Council Chair
15

16 **Division Coordinator Review Email:**

17 **From: Eric Wong <ericterriwong@comcast.net>**
18 Sent: Monday, July 16, 2018 10:20 AM
19 To: Dale Gibbons
20 Subject: Re: AIRS for LLSR
21

22 Dale,

24 I forgot if I approved your DE report, if I did, this is a second confirmation u can be doubly
25 reassured. I have read and approve your report.
26

27 Thanks and have a great day, Eric
28

29 **Board Liaison Review Email:**

30 From: Dr. John Olsen <olsen.j.a@att.net>
31 Sent: Monday, July 16, 2018 9:11 PM
32 To: Dale Gibbons
33 Subject: Re: Dental Education Council Annual Report 7-15-2018
34

35 I have reviewed this Annual Report for DE
36 I approve this report whole heartedly
37 Thank You all
38
39
40
41

Examinations Council Annual Report

1. Examinations Council

The Examinations Council shall consist of six (6) members, including the chairperson, the chairs of the Fellowship Exam Committees (A, B, and C), chair of the Self Instruction Committee, and one (1) other members who have served at least one (1) term on the Exam or Self Instruction Committee and each of whom have achieved Fellowship or Mastership status within the organization.

2. It shall be the duty of the council:

- a. To be responsible for overseeing the construction, administration, scoring, and security of the Fellowship examination;
- b. To help develop and administer, in conjunction with the Examination Committees, any other examination, quizzes, or instruments of measurement when so directed by the HOD, or Board;
- c. To audit the Fellowship Review Course annually to ensure the quality of the course materials is consistent with the overall premise of the Fellowship Exam;
- d. To recommend and enforce policies pertaining to examinations for which it is responsible.
- e. To evaluate the quality and effectiveness of *General Dentistry's* Self Instruction program once a year.

4. A quorum of the council shall be three members.

5. To adhere to the Sunset Review Process and Schedule outlined in Policy Type V.: Board Policy Statements.

6. Each Council and Committee shall evaluate the revenues and expenses of all its programs and services annually as part of the budget process. Additionally, each Council and Committee shall provide a complete revenue and expense analysis to the Board at the Board Meeting IV at least every three years, beginning 2019.

7. AGD staff will send out to each council, committee, or other agency member along with any member collaborating on any AGD business the Code of Conduct form to be completed by said individual at the beginning of each governance year. Each covered individual will submit to their staff liaison an accurately completed form, including particular attention paid to any companies that may have remunerated said covered individual and subsequently reported such remuneration to the federal government's reporting structure under the Sunshine Act. The staff liaison will compile all of their

1 individual's forms, and share them with their chairperson and also the executive office
2 staff, who will in turn, forward them to the Audit Committee for further review.
3

4 **Highlights of the year**

- 5 • 393 members took either the paper/pencil or computerized version of the Fellowship
6 Exam between January and December 2017. Of those, 317 (81%) passed the exam.
- 7 • The AGD offered the Fall Fellowship Review Course on October 13-14, 2017, in
8 Pittsburgh, PA. A total of 82 members attended the course, which was well received by
9 the attendees. The AGD will offer a similar course on October 5-6, 2018 in Salt Lake
10 City, UT.
- 11 • The Examinations Council is currently working on creating business plans for an online
12 review course and a supplement to the current in-person review course. The overall
13 concept for both will be participation focused.
- 14 • The Examinations Council is currently working on creating a supplement to the current
15 study guide which contains the content of the 2008-2015 study guides in one document.
16 Members will have the option to purchase this product in addition to the current edition
17 of the study guide.
18

19 *The Examinations Council met during the 2017-2018 year on July 29, 2017 in a teleconference.*
20

21 **2017 Fellowship Examination**

22 The 2017 Fellowship Examination was given to 87 dentists in Las Vegas at the AGD Scientific
23 Session. Of the 87, 71 (82%) candidates passed the examination. The number of annual
24 registrants for the paper and pencil version of the Fellowship Examination at the Scientific
25 Session was comparable to the previous year's total (2016 = 88); however this overall number is
26 still slightly higher than the previous two years (2015 = 64; 2014=60).
27

28 A paper and pencil version of the 2017 Fellowship Exam was offered at the conclusion of the
29 Fellowship Review Course in October in Pittsburgh, PA. A total of 71 members sat for the exam
30 with 56 (79%) candidates passing the exam.
31

32 The 2018 computerized version of the Fellowship Examination will become available to the
33 candidates in October 2018 via Schroeder Measurement Technologies (SMT), Inc.
34

35 From January 1, 2017 to December 31, 2017, 235 candidates sat for the computerized version of
36 the Fellowship Examination with 190 (81%) candidates passing the examination.
37

38 **Business Plans for Online Fellowship Review Course and a Review Course Supplement**

39 In 2017, the Examinations Council determined that member feedback was necessary input for the
40 development of an online review course. Attendees at the 2017 fall review course were surveyed
41 to determine what concepts should be included development of an online course. It was
42 determined that most attendees surveyed preferred the idea of an interactive online course as
43 opposed to just viewing videos. Based on this information, the council is working to create a
44 business plan for an interactive review course.
45

1 In addition to the online review course concept, the council is developing a business plan for a
2 supplement to the current review course in which participants would have the opportunity to
3 utilize a bank of questions (divided by discipline) in which they could take mini quizzes, earning
4 additional CE and get feedback per their questions.
5

6 **Study Guide Supplement**

7 Based on a recommendation from the Executive Director, Max Moses, the Examinations Council
8 is currently working on a supplement to the current study guide which would incorporate the
9 2008-2015 editions of the study guide into one document. Members would have the option to
10 purchase the supplement at a significant savings as opposed to purchasing each individual study
11 guide valued at a total of \$768.
12

13 **Conclusion**

14 The council is honored to have had the opportunity to deliberate and determine solutions for the
15 many issues that are of great importance to the dental profession, organized dentistry, and the
16 AGD. We look forward to continuing this significant and substantial work for the benefit of our
17 patients and our profession. We will endeavor to meet all upcoming challenges in the spirit of
18 wisdom and service.
19

20 Respectfully submitted,
21

22 Christopher T. Griffin, DMD, FAGD - Chairperson

23 Dan Boston, DDS, MAGD

24 Anthony Carroccia, DDS, MAGD, ABGD

25 Jeffrey Casey, DDS, FAGD, ABGD

26 Riki Gottlieb, DMD, FAGD

27 Leslie Hayes, DDS, FAGD
28
29

30 **Responsible Council/Committee Chair & Staff Liaison**

31
32 Christopher T. Griffin, DMD, FAGD, Chair, Examinations Council

33 (864) 229-2610 – p

34 (864) 229-2232 – f

35 molarinc@nctv.com
36

37 Kristine Abed-Canchola, Manager, Examinations & Self-Instruction

38 312.440.4336 – p

39 312.335.3428 – f

40 kris.abed-canchola@agd.org
41

42 Dale Gibbons, Director, Education

43 312.440.4309 – p

44 312.335-3428 – f

45 dale.gibbons@agd.org

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From: Christopher T. Griffin, DMD [mailto:molarinc@nctv.com]
Sent: Tuesday, July 10, 2018 3:39 PM
To: Kris Abed-Canchola
Subject: RE: Approval Needed ASAP

Kris,

I have reviewed and approve this report.

Sincerely,

Christopher T. Griffin DMD, FAGD

From: Kevin Low [mailto:lenny2351_69129@yahoo.com]
Sent: Tuesday, July 10, 2018 7:01 PM
To: Kris Abed-Canchola
Subject: Re: HOD Council/Committee Reports

Ms Abed-Canchola:

I have reviewed the Exam Council HOD Report, and the Self-Instruction Committee HOD Report. I approve both reports as written.

Sincerely,

Kevin C Low, DDS

From: Eric Wong [mailto:ericterriwong@comcast.net]
Sent: Thursday, July 12, 2018 3:31 AM
To: Kris Abed-Canchola
Subject: Re: HOD Council/Committee Reports

Kris,

It was mentioned met by teleconference July 29, 2018, that date is still in the future, was it supposed to be July 29, 2017? Otherwise, I have read, received these documents that I approve with the exception to clarify my initial date reference stated. Thank you, hope all is well.

Eric
Sent from my iPhone

PACE Council Annual Report

1. The Program Approval for Continuing Education (PACE) Council shall consist of fifteen (15) members, including the chairperson, and up to three (3) consultants. Consultants of the council shall serve no more than two (2) consecutive three (3) year terms. Consultants would not be budgeted to attend council meetings, nor would they participate in any decisions/recommendations made by the council.
2. It shall be the duty of this council:
 - a. To administer the Program Approval for Continuing Education;
 - b. To evaluate all applications for program provider approval, and grant or deny approval for each;
 - c. To provide counsel to AGD continuing dental education program providers regarding the procedures and requirements necessary for obtaining program provider approval;
4. To assist constituent academies in understanding and applying PACE Standards and Criteria.
5. To develop and promote tools to assist constituent academies in promoting local PACE approval.
 - f. To assist constituent academies in establishing rules and procedures for approval of local and state level continuing education program providers;
 - g. To coordinate and recommend policies concerning approval of AGD continuing dental education program providers.
3. To adhere to the Sunset Review Process and Schedule outlined in Policy Type V.: Board Policy Statements.
4. Each Council and Committee shall evaluate the revenues and expenses of all its programs and services annually as part of the budget process. Additionally, each Council and Committee shall provide a complete revenue and expense analysis to the Board at the Board Meeting IV at least every three years, beginning 2019.
5. AGD staff will send out to each council, committee, or other agency member along with any member collaborating on any AGD business the Code of Conduct form to be completed by said individual at the beginning of each governance year. Each covered individual will submit to their staff liaison an accurately completed form, including particular attention paid to any companies that may have remunerated said covered individual and subsequently reported such remuneration to the federal government's

1 reporting structure under the Sunshine Act. The staff liaison will compile all of their
2 individual's forms, and share them with their chairperson and also the executive office
3 staff, who will in turn, forward them to the Audit Committee for further review.

4 2.

5 **Highlights of the year**

- 6 • The council met two times during 2018; first on January 26-27 and again on May 4-5. Much
7 of the time at these meetings was spent reviewing and testing a new online application for
8 national approval. The council is using FluidReview® by SurveyMonkey® to manage this
9 new process. The new online system will make it easier for applicants to complete their
10 applications and eliminate much of the paperwork. The review process will also be more
11 efficient. It is expected that the application will officially launch by the end of July 2018 and
12 paper applications for national approval will be eliminated by October 1, 2018.
- 13 • The total number of approved PACE providers continues to grow. The total number of
14 approved providers increased by 2.7% in 2017 over 2016.
- 15
- 16 • At the end of 2017, there were 824 nationally approved PACE providers as compared with
17 769 at the end of 2016. As of July 1, 2018 there are 839 nationally approved providers, a
18 1.8% increase since the start of the year.
- 19
- 20 • At the end of 2017, there were 914 locally approved PACE providers as compared with 923
21 at the end of 2016. As of July 1, 2018 there are 905 locally approved providers. The council
22 will continue its efforts to help constituent offices promote local PACE approval in their
23 areas.
- 24
- 25 • The council continues to review and compare the standards by which other healthcare
26 organizations approve continuing education organizations in their professions to ensure
27 PACE Standards remain current and relevant. The council also compared AGD PACE
28 Standards to ANSI/IACET 1-2013: Standard for Continuing Education and Training and
29 found that PACE Standards continue to be in line with the accepted principles for the
30 development of continuing education events.

31

32 **Online CE Directory and CE Submission**

33 PACE continues to train and remind providers to post courses on the CE Directory and submit
34 rosters of AGD members electronically.

- 35
- 36 • The number of courses posted to the CE Directory decreased slightly in 2017; 1,642
37 courses were posted in 2017 compared to 1,785 in 2016. As of June 30, 2018 768 events
38 were added to the CE Directory. Some updates were made to make the directory more
39 user friendly. Additional upgrades are expected to be implemented by October 31. These
40 will include adding items such as google map functionality and graphic links to courses
41 in distinct key treatment areas.
- 42
- 43 • More than 24,000 CE rosters were submitted electronically by providers to the AGD in
44 2017, an increase of nearly 14% compared to the number of rosters submitted

1 electronically by providers in 2016. As of June 30, 2018 12,600 rosters were submitted
2 by CE organizations to the AGD.
3

4 **Review of the 2019 Budget**

5 The council reviewed the proposed 2019 budget and noted that revenues will again increase due
6 to a projected increase in number of providers and a scheduled application fee price increase.
7

8 **Review of Providers**

9 At the close of 2017, the AGD listed 824 nationally-approved and 914 locally-approved PACE
10 providers. The PACE Council reviewed 334 applications for national approval in 2017. Of the
11 applications, 99 were from new providers and 235 were re-applying.
12

13 **Conclusion**

14 The council is honored to have had the opportunity to deliberate and determine solutions for the
15 many issues that are of great importance to the dental profession, organized dentistry, and the
16 AGD. We look forward to continuing this significant and substantial work for the benefit of our
17 patients and our profession. We will endeavor to meet all upcoming challenges in the spirit of
18 wisdom and service.
19

20 Respectfully submitted:

21
22 Howard H. Chi, DMD, MAGD, Chairperson

23 Dr. Tomas J. Ballesteros, III

24 Dr. Tomas J Ballesteros, IV

25 Dr. Navin Boggavarapu

26 Dr. Russell Cyphers

27 Dr. Daniel Geare

28 Dr. Ronald Giordan

29 Dr. Jian Huang

30 Dr. Nahid Kashani

31 Dr. Ashley Lamay

32 Dr. Jane Martone

33 Dr. Grant Quayle

34 Dr. Ronald Sawyer

35 Dr. Martin Schroeder

36 Dr. Steven Skurow
37

38 **Responsible Council/Council Chair & Staff Liaison**

39 Dr. Howard H. Chi, Chairperson

40 209.478.5034

41 hchidmd@gmail.com

42
43 Ms. Lynda Lipske-Truback, Manager, PACE

44 888.243.3368, ext.4335

1 Lynda.lipske@agd.org

2
3 **Chair Approval Email:**

4
5 **From:** howardc [mailto:hchidmd@gmail.com]
6 **Sent:** Wednesday, July 11, 2018 9:58 PM
7 **To:** Lynda Lipske <lynda.lipske@agd.org>
8 **Cc:** Eric Wong <ericterriwong@comcast.net>; mikekingdds@eplus.net
9 **Subject:** Re: FW: PACE Council HOD Annual Report

10
11 Hi Lynda,

12
13 I have received and reviewed the document. This can be added to the report.

14
15 Thank you.

16
17
18
19 **Division Coordinator, Education Division Review Email:**

20
21 **From:** Eric Wong [mailto:ericterriwong@comcast.net]
22 **Sent:** Wednesday, July 11, 2018 11:12 PM
23 **To:** Lynda Lipske <lynda.lipske@agd.org>
24 **Cc:** howardc <hchidmd@gmail.com>; mikekingdds@eplus.net
25 **Subject:** Re: PACE Council HOD Annual Report

26
27 Lynda,

28
29 As for Eric, I have received and reviewed.

30
31 Thanks, Eric
32 Sent from my iPhone

33
34 **Board Liaison Review Email:**

35
36 **From:** mikekingdds@eplus.net [mailto:mikekingdds@eplus.net]
37 **Sent:** Wednesday, July 11, 2018 5:48 PM
38 **To:** Lynda Lipske <lynda.lipske@agd.org>
39 **Subject:** RE: PACE Council HOD Annual Report

40
41 I have read the Annual Report. Thanks to everyone for their hard work.
42 M. King

1 **Scientific Meeting Council Annual Report**

2
3 Scientific Meeting Council (SMC) Charge:

- 4
- 5 1. The Scientific Meeting Council shall consist of seven (7) members, including the
6 Chairperson, the LAC Chairpersons for the next three (3) scientific sessions and three (3)
7 at-large members.
8
 - 9 2. It shall be the duty of the council to:
10
 - 11 a. Plan all programs and events for the scientific session for the AGD, with
12 consultation of the President of that year’s meeting on all social events.
13
 - 14 b. Develop an educational curriculum that will draw local, national and international
15 attendance to the scientific session. Work in consultation with the Dental
16 Education Council and the Board.
17
 - 18 c. Establish the goals and objectives of the annual meeting scientific session and
19 conduct an annual review of the goals and objectives.
20
 - 21 d. Review the scientific session meeting budget and recommend changes for future
22 relevant budgets (i.e. honorariums, registration fees, social activities, keynote
23 speakers, food and beverage, exhibit fees, etc.)
24
 - 25 e. Approve future site selection criteria. Upon review of the staff
26 recommendation—which weigh the results received from various cities against
27 these criteria—make recommendations to the Board concerning future meeting
28 dates and sites.
29
 - 30 f. Recommend to the Board alternate ways to supplement the budget if necessary to
31 support the scientific session expenses and increase profitability.
32
 - 33 3. The president, president-elect, and vice president shall be consultants to the council with
34 the responsibility for attending all council meetings.
35
 - 36 4. The council shall be assisted in its endeavor to plan and implement future scientific
37 sessions with the following:
38
 - 39 a. A Local Advisory Committee (LAC) which shall consist of four (4) members
40 from the region in which the scientific session is to be held, except as otherwise
41 designated herein. The chairperson of this committee shall be a member
42 designated by the vice president within thirty (30) days of the time he or she is
43 elected to office. The chairperson may be from another region if he or she has
44 experience in administering, managing or otherwise supervising a state or
45 national meeting that exceeds the scope of AGD’s scientific session. The LAC

1 chairperson shall serve as one of the seven (7) voting members on the Scientific
2 Meeting Council. The remaining members of the committee are to be selected in
3 consultation with the president-elect. The purpose of this committee will be to
4 recommend to SMC local area speakers that will draw local attendance, provide
5 input regarding specific state or provincial continuing education
6 needs/requirements, suggest local tours and social event ideas, and recruit local
7 course manager volunteers.
8

- 9 5. To adhere to the Sunset Review Process and Schedule outlined in Policy Type V.: Board
10 Policy Statements.
11
12 6. Each Council and Committee shall evaluate the revenues and expenses pricing of all its
13 programs and services annually as part of the budget process. Additionally, each Council
14 and Committee shall provide a complete revenue and expense analysis to the Board at Board
15 Meeting IV at least every three years, beginning 2019.
16
17 7. AGD staff will send out to each council, committee, or other agency member along with
18 any member collaborating on any AGD business the Code of Conduct form to be
19 completed by said individual at the beginning of each governance year. Each covered
20 individual will submit to their staff liaison an accurately completed form, including
21 particular attention paid to any companies that may have remunerated said covered
22 individual and subsequently reported such remuneration to the federal government's
23 reporting structure under the Sunshine Act. The staff liaison will compile all of their
24 individual's forms, and share them with their chairperson and also the executive office
25 staff, who will in turn, forward them to the Audit Committee for further review.
26

27 **Highlights of the Year**

28 *The council held regular monthly calls to perpetuate the planning of AGD2018 starting in*
29 *August of 2017 and subsequently carried that same schedule forward to facilitate the planning of*
30 *AGD2019. Per the direction of the SMC, members of the LAC continue to have weekly calls as*
31 *well. Included in their meetings were in-person meetings in January 2018 in New Orleans and*
32 *May 2018 in Chicago to facilitate the planning of the conference. The council wishes to report to*
33 *the leadership on the following activities for informational purposes.*
34

35 *Education*

- 36 • The council continues to develop relationships with outside organizations to co-sponsor
37 continuing education courses at the Scientific Session.
38 • There will continue to be no meeting registration fee for students and residents to
39 encourage their participation in the Session and contribute to the future growth of the
40 AGD.
41 • AGD students continued to receive complimentary access to full and half-day lectures,
42 provided that they register for the Session, beginning with AGD 2016 in Boston.
43 • The Scientific Meeting Planning Task Force, continued activity through the fall of 2017
44 and the spring of 2018.

- Thursday, October 5, 2017 conference call during which GES presented final data collection and review summary and recommendations.
- Saturday May 11, 2018 GES Representative David Saef presented a recap of final wrap up data to the Scientific Meetings Council to familiarize them with data and recommendations for moving forward in planning AGD2019 and beyond.
- Tuesday, May 29, GES provided final written reports (PowerPoint of AGD Project Summary and GES Ongoing Strategic Support Description).
- Conference call is being scheduled for early August to discuss next steps.

Marketing

- Increased marketing efforts for AGD2018 included:
 - Launched the AGD2018 capsule at AGD2017.
 - Launched and promoted registration for AGD2018 at AGD2017.
 - Registration was open for the entire year (Open only for a week at AGD2016 last year).
 - Extended online registration.
 - 30 second testimonial videos were used for promotion throughout the year.
 - Course highlights twice a month via eblast when course registration opened.
 - Adwords and Facebook campaign year round.
 - Extended use of social media and blog.
 - Monthly Ads in *AGD Impact*.
 - *AGD in ACTION* articles and banner ads.
 - Tiered communication to registrants and non-registrants using tailored language.
 - Tailored communications to dentist profile.

Scientific Session 2018 Wrap Up

Scientific Session 2018 was held June 6-9, 2018 in New Orleans, LA at the Hyatt Regency.

The breakdown of attendees is as follows:

	2018	2017	2016	2015	2014	2013	2012	2011
Attendees including guests, youth, exhibitors	2,182	2,975	3,120	3,178	2,344	3,313	4,935	3,928
Dentists	1125	1,541	1,503	1,501	1,002	1,318	1,294	1,620
Dental team attendees	358	272	307	327	160	329	409	196
Student attendees	379	385	304	201	119	n/a	136	143

New members who joined on-site	5	n/a	n/a	n/a	n/a	n/a	47	7
Sold out hands-on participation courses	10	6	15	4	2	13	5	3
Convocation Reception Tickets	484	582	695	490	527	1,337	757	969

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Participation Courses:

	2018	2017	2016	2015	2014	2013	2012	2011
Total Registrants	607	549	423	208	366	437	491	404

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7
8

Exhibitors and Sponsorship:

	2018	2017	2016	2015	2014	2013	2012	2011
Booths Sold	100	159	162	150	174	186	210	228
Companies Represented	96	151	142	145	150	166	181	215
Total Sponsorship	N/A	\$287,358	\$157,750	\$309,500	\$173,500	\$195,000	\$167,800	\$234,002

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2018 Housing Analysis

Total # of contracted room nights 2,965
 Total # of room nights picked up 2,632
 Percentage of rooms picked up 89%
 No attrition fees were incurred for AGD2018.

14
15

AGD2017 Financial Report

- The revenue generated from registration was \$277,367, which was \$33,275 below budget.
- The revenue generated from the educational sessions was \$580,800, which was \$19,916 under budget.
- Total Scientific Session revenues were \$1,468,835 and total expenses were \$1,479,495. Net revenues before overhead and staff costs were \$238,135.
- Overhead costs include the cost of operating the AGD headquarter office and support areas: Marketing, Sales and Sponsorship, Human Resources, Office Services, Finance, Information Technology, Production and Design, and Meeting Services. Overhead is

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1 allocated to programs based on a specific cost driver that was the most practical and cost
2 efficient. Please note that overhead costs are not under the control of the Scientific
3 Meeting Council.
4

5 **AGD2018 Financial Report**

6 Since the financials for June 2018 have not closed at the time of this report, final financial
7 figures for AGD2018 are not yet available. They will be included in the 2019 Scientific Meeting
8 Council Annual Report.
9

10 **AGD 2019 Meeting & Exhibits Update**

11 The Mohegan Sun in Uncasville, Connecticut is the site for the AGD2019, scheduled for July
12 17-20.
13

- 14 • AGD 2019 will include several events for networking and learning including the
15 President's Reception and Wine Downs.
- 16 • AGD2019 member dentist registration format and fees will remain as budgeted for Fiscal
17 Year 2018 at \$199 for advance registration; \$279 for regular; \$450 for on-site registration
18 and \$45 for Constituent Executives.
- 19 • Course fees will remain \$60 for a half-day session and \$120 for a full-day session.
- 20 • The well-received one hour course format continue to be offered as part of the session
21 curriculum.
- 22 • With input from the Dental Education Council, Saturday's Celebration of Fellows and
23 Masters will continue to be refined.
24

25 **2019 Education Program**

26 The following contains highlights of the education program:
27

- 28 • 1-hour symposium-style lectures with leaders in the industry on special patient care and
29 implants coupled with emerging speakers to showcase the industry's best and brightest up
30 and coming presenters
- 31 • Some of the top proposed topics and speakers date are:
 - 32 ○ 5 Live Patient Operatory presentations
 - 33 ○ Special Patient Care with Randy Huffines
 - 34 ○ Periodontics with Tim Hempton
 - 35 ○ Esthetics with Mike Malone
 - 36 ○ Infection Control with Jessica Wilson
 - 37 ○ Anesthesia and Pain Mgt with Kevin Croft and Josh Jackstein
 - 38 ○ Oral Surgery with Joel Rosenlicht
- 39 • Outreach is being made to auxiliary organizations (hygienists, assistants) local to the
40 Connecticut area.
41

42 **Summary of Future Annual Meetings**

43 2020: Caesars Palace Las Vegas will serve as the location of the AGD2020. The meeting will be
44 held on July 17 – 20.

1
2 **Conclusion**

3 The Scientific Meeting Council looks forward to the meeting at the Mohegan Sun in 2019 and to
4 sharing more updates as the year progresses. The council anticipates involving more dental team
5 members and students at future meetings, as well as increasing the membership of the AGD.
6 The goal of providing high-quality continuing education and increasing the success of the exhibit
7 hall is a continued priority to make the AGD Scientific Sessions the premier dental meeting for
8 general dentists. The SMC is committed to working with the Dental Education Council and the
9 Membership Council to make the Session a valuable aspect of membership and educational
10 opportunities.

11
12 The council welcomes your input and encourages you to contact us directly with any concerns or
13 feedback.

14
15 Respectfully submitted:

16 Dr. Joseph A. Picone, Chair
17 Dr. Michael Blicher
18 Dr. James Feldman
19 Dr. Kay Jordan
20 Dr. William S. Nantz

21
22 **Responsible Council/Committee Chair & Staff Liaisons**

23 Dr. Joseph Picone
24 Chair, Scientific Meeting Council
25 (860) 628-4761 - p
26 japdmd@cox.net; japdmd@gmail.com

27
28 Erin Wellin
29 Director, Meetings & Exhibits
30 312.440.4977 - p
31 erin.wellin@agd.org

32
33 **Chair Approval Email:**

34 **From:** Dr. Joseph Picone [mailto:japdmd@gmail.com]
35 **Sent:** Friday, July 20, 2018 8:51 AM
36 **To:** Erin Wellin <Erin.Wellin@AGD.org>
37 **Cc:** Dr. Uppal <sanjayuppal@yahoo.com>; Dr. Wong <ericterriwong@comcast.net>; Daniel
38 Buksa <daniel.buksa@agd.org>
39 **Subject:** Re: For Review & Approval_2018 Annual Report on the Scientific Session

40
41 Dear Erin,
42 I approve of the report as written.
43 Sincerely,
44 Joseph A. Picone, DMD,MAGD
45

1 **Division Coordinator Review Email:**
2 **From:** Eric Wong [mailto:ericterriwong@comcast.net]
3 **Sent:** Monday, July 23, 2018 6:58 AM
4 **To:** Erin Wellin <Erin.Wellin@AGD.org>
5 **Subject:** Re: For Review & Approval_2018 Annual Report on the Scientific Session

6
7 Erin,
8
9 Received and reviewed for approval.

10
11 Have a good day,EWric

12 Dr. Eric Wong

13
14 **Board Liaison Review Email:**
15 **From:** Sanjay Uppal [mailto:sanjayuppal@yahoo.com]
16 **Sent:** Thursday, July 19, 2018 7:37 PM
17 **To:** Joseph A. Picone (japdmd@gmail.com) <japdmd@gmail.com>; Dr. Wong
18 <ericterriwong@comcast.net>; Erin Wellin <Erin.Wellin@AGD.org>
19 **Cc:** Daniel Buksa <daniel.buksa@agd.org>
20 **Subject:** Re: For Review & Approval_2018 Annual Report on the Scientific Session

21
22 Erin,
23 I approve for the report to be submitted to the board.
24 Thanks,
25 Dr. Sanjay Uppal

26
27
28
29
30

1 **Self-Instruction Committee Annual Report**

- 2
- 3 1. This committee shall consist of seven (7) members, plus the AGD’s Editor who shall
- 4 serve as a consultant.

5

6 No member of the committee shall serve more than two (2) consecutive three (3) year

7 terms.

- 8
- 9 2. It shall be the duty of:

10

11 a. This committee to construct exercises and learning objectives for articles assigned by

12 the chairperson that may be published in the AGD’s *General Dentistry* journal and

13 returned by readers for credit;

14

15 b. The chairperson of the committee to assign articles in concert with the AGD Editor

16 and in accordance with the identified educational needs of AGD members and

17 objectives established for the *General Dentistry* Self Instruction program;

- 18
- 19 3. The Examinations Council shall evaluate the quality and effectiveness of *General*
- 20 *Dentistry’s* Self Instruction program once each year based on:

21

22 a. Program objectives;

23

24 b. Number of registrants;

25

26 c. Analysis of evaluations returned by registrants at the end of each subscription year;

27

28 d. An annual report from the Self Instruction Committee.

- 29
- 30 4. To adhere to the Sunset Review Process and Schedule outlined in Policy Type V.: Board
- 31 Policy Statements.

- 32
- 33 5. Each Council and Committee shall evaluate the revenues and expenses of all its programs
- 34 and services annually as part of the budget process. Additionally, each Council and
- 35 Committee shall provide a complete revenue and expense analysis to the Board at the Board
- 36 Meeting IV at least every three years, beginning 2019

- 37
- 38 6. AGD staff will send out to each council, committee, or other agency member along with
- 39 any member collaborating on any AGD business the Code of Conduct form to be
- 40 completed by said individual at the beginning of each governance year. Each covered
- 41 individual will submit to their staff liaison an accurately completed form, including
- 42 particular attention paid to any companies that may have remunerated said covered
- 43 individual and subsequently reported such remuneration to the federal government’s
- 44 reporting structure under the Sunshine Act. The staff liaison will compile all of their

1 individual's forms, and share them with their chairperson and also the executive office
2 staff, who will in turn, forward them to the Audit Committee for further review.
3

4 **Revenue and Enrollment Update**

5 **2017**

6 In 2017, the Self-Instruction program generated \$83,465 in revenue, approximately \$14,745
7 more than the previous year (\$68,720). Budgeted revenue for 2017 was projected to be \$103,380.
8 New efforts have been put in place to help further promote the program to members and non-
9 members.
10

11 **2018**

12 As of June 30, 2018, 396 enrollments and renewals have been processed, generating
13 approximately \$40,660 in revenue. Budgeted revenue through the first six months of the year is
14 \$53,244.
15

16 **Self-Instruction Automated**

17 The Self-Instruction program is currently in the process of becoming automated by the end of
18 2018. Since its inception, much of the day-to-day program maintenance has been manual in
19 nature. With its automation, scoring, payments and correspondence will become automated
20 providing a faster response time for our members of the program.
21

22 **Marketing of the S-I Program**

23 Each issue of *General Dentistry* features a tip-on cover to help promote Self-Instruction. These
24 covers offer members two complimentary exercises if they purchase six exercises for \$100. This
25 promotion still remains the program's largest revenue generator.
26

27 Several ads promoting the program will run in *General Dentistry*, AGD in Action and Briefings
28 in 2018.
29

30 The Marketing department has developed a campaign to raise enrollments and revenue in 2018
31 by using social media interaction, and the continued retooling of current promotional vehicles.
32

33 **Conclusion**

34 The committee looks forward to continuing this significant and substantial work for the benefit
35 of our members. We will endeavor to meet all upcoming challenges in the spirit of wisdom and
36 service.
37

38 Respectfully submitted:
39

40 Riki Gottlieb, DMD, FAGD – Chair
41 Edwin T. Batchelor, DDS, FAGD
42 Thomas Boyle, DMD, MAGD, ABGD
43 Jean J. Carlson, DDS, MAGD
44 Kim L. Capehart, DDS
45 Brooke Elmore, DDS, FAGD
46 Charles F. Martello, DDS, MAGD

1
2 **Responsible Council/Committee Chair and Staff Liaisons**
3 Riki Gottlieb, DMD, FAGD – Chair, Committee on Self-Instruction
4 (804) 855-7005 – p
5 rgottlieb@vcu.edu, rgdent@gmail.com

6
7 Kristine Abed-Canchola, Manager, Examinations & Self-Instruction
8 312.440.4336 – p
9 312.335.3428 – f
10 kris.abed-canchola@agd.org

11
12 Dale Gibbons, Director, Education
13 312.440.4309 – p
14 312.335.3428 – f
15 dale.gibbons@agd.org
16

17 **From:** Riki Gottlieb [mailto:rgdent@gmail.com]
18 **Sent:** Wednesday, July 04, 2018 4:52 AM
19 **To:** Kris Abed-Canchola
20 **Subject:** Re: HOD Report

21
22 Hi Kris,

23
24 Thank you for compiling this report for the S-I committee.
25 I have read and accept the report with the exception of my contact information. Please remove
26 the fax number listed, as it is no longer active. Also my phone number should be 804-855-7005.
27

28 Thanks again,
29 Riki

30
31 Riki Gottlieb
32 Self-Instruction Committee Chair
33

34
35 **From:** Roger Winland [mailto:rwinland@compuserve.com]
36 **Sent:** Tuesday, July 10, 2018 2:12 PM
37 **To:** Kris Abed-Canchola
38 **Subject:** RE: Self-Instruction HOD Report

39
40 Looks OK Thanks Roger

41
42 Roger Winland
43

44 **From:** Eric Wong [mailto:ericterriwong@comcast.net]
45 **Sent:** Thursday, July 12, 2018 3:31 AM

1 **To:** Kris Abed-Canchola
2 **Subject:** Re: HOD Council/Committee Reports

3
4 Kris,

5
6 It was mentioned met by teleconference July 29, 2018, that date is still in the future, was it
7 supposed to be July 29, 2017? Otherwise, I have read, received these documents that I approve
8 with the exception to clarify my initial date reference stated. Thank you, hope all is well.

9
10 Eric
11 Sent from my iPhone

12
13
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15



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Reports to be reviewed by the

Reference Committee on
Administration, Image & Membership

Friday, November 2, 2018

2:30 - 4:00 p.m.

Room S102BCD – McCormick Place South Building

Resolution 101

“Resolved, that the 2019-2021 AGD Strategic Plan be adopted, effective January 1, 2019, so that it reads:

Continuing Education

Expand the breadth, depth and convenience of high quality continuing education opportunities for AGD members.

Goals

General dentists provide superior patient clinical outcomes.

High-Level Strategy

To achieve these goals, AGD will do the following:

- **Continuing Education** - Deliver multi-channel continuing dental education through AGD, AGD Constituents or other AGD collaborative relationships.
 - Provide a portfolio of online or web-based offerings to make CE accessible and affordable.
 - Explore direct-to-member CE facilitated by AGD for instances where constituent-led CE is not viable.
 - Support constituent led CE including the development of efforts to provide high quality education.
- **Expanded educational recognition opportunities** – Create more opportunities to receive recognition for continuing education.
- **Micro-education** - AGD will explore developing micro-education to specifically address key clinical training meeting applicable licensure or AGD credentialing requirements.

Practice Leadership and Support

Creates new initiatives to help AGD members lead more financially successful practices by providing practice leadership education and business support.

Goals

AGD members lead or work in successful practices with positive business and clinical outcomes.

High-Level Strategy

To achieve these goals, AGD will do the following:

- **Improve Dental Practice Leadership** – Educate and train dental practice leaders on effective practice management and leadership techniques. Activities include, but are not limited to, the following.
 - Create robust practice management education providing practice leaders with critical business and leadership resources.

- 1 • **Help Dental Students and Residents** – Lead efforts helping students and residents manage
2 financial impact of their education through best practices.
- 3 • **Improve Practice Performance** – Make available national buying program or direct
4 supplier negotiation providing discounts on practice supplies, equipment and other services.
5 Activities include, but are not limited to, the following.
6
 - 7 ○ Investigate developing an expanded portfolio of direct practice services (billing, EHR, legal)
8 designed to provide AGD members with vetted, trusted and useful practice management and
9 leadership assistance.
 - 10
 - 11 ○ Investigate direct negotiations with high quality dental practice suppliers to provide for cost
12 savings or service improvements to AGD dentists and their practice.
 - 13

14 **Public and Policy Advocacy**

15
16 **Improves the climate for practicing dentistry through patient and policy maker education**
17 **on the value of oral care and general dentistry and by promoting AGD members’ lifelong**
18 **commitment to continuing education and successful patient outcomes.**

19 **Goals**

20
21 Patients will seek out AGD members or member led practices.

22
23 Policy makers will support policies encouraging viable general dentist practices and improving
24 oral health.

25 **High-Level Strategy**

26
27 To achieve these goals, AGD will do the following:

- 28 • **Increase Patients** – Promoting efforts highlighting the clinical differentiation between AGD
29 members and other oral care options.
- 30 • **Educate Policy Makers** – Educate policy makers on the positive patient clinical outcomes of
31 dentist led general dentistry practices.
- 32 • **Advocate for the Dental Home Concept** - AGD will identify and implement strategies to
33 educate policy makers and the public on the value of the dentist led Dental Home Concept.
34

35 **And be it further,**

36
37 **Resolved, that the Strategic Plan Synopsis be employed as the primary document for public**
38 **dissemination and distribution.**

39 40 **AGD 2018 Strategic Planning Text Narrative (This language will be utilized for public** 41 **campaigns)**

42 The Academy of General Dentistry (AGD) recognizes that current and future dentists will
43 practice in a dynamic and evolving world. It is a priority of the AGD to prepare and support
44 general dentists, regardless of their personal goals, career path or practice setting, to be

1 successful within this environment. As a result, the AGD Strategic Plan is designed to outline
2 high level goals and strategies to focus AGD efforts to support general dentistry.

3
4 The AGD Strategic Plan is inclusive of all individuals considering, practicing or supporting the
5 practice of general dentistry and who share AGD members' commitment to high quality patient
6 outcomes and a life-long commitment to learning. The following summarizes key elements of
7 the AGD Strategic Plan.

8
9 The AGD Strategic Plan through its Vision and Mission reiterates members' Visionary
10 commitment to *oral health and better lives because of the Academy of General Dentistry* through
11 its continuing Mission of *advancing general dentistry and oral health through quality education*
12 *and advocacy*.

13
14 This Vision and Mission will be achieved by ensuring the following:

- 15 • General dentists provide high quality patient clinical outcomes through high quality and
16 accessible continuing education.
- 17 • General dentists provide lead or work in successful practices with positive business and
18 clinical outcomes through AGD provided practice management, leadership education,
19 practice support services.
- 20 • Patients will seek out general dentists or general dentist led practices and policy makers will
21 support policies encouraging viable general dentist practices because of AGD advocacy,
22 patient education and marketing efforts.

23
24 **Resolved, that HOD Policy 2015:102-H-6, the 2015-2018 AGD Strategic Plan be rescinded,**
25 **effective December 31, 2018:**

26 ~~**2016-2018 Strategic Plan**~~

27
28 ~~**Goal 1 – Education: Become the most valued resource of quality continuing dental**~~
29 ~~**education for general dentists at all stages of their career.**~~

30
31 ~~***Strategy 1: Create a Scientific Session that will annually attract at least 25% of AGD members***~~
32 ~~***by the end of 2018.***~~

33
34 ~~***Strategy 2: Facilitate education programs that promote members' success and advancement***~~
35 ~~***through all stages of their dental career using traditional as well as innovative, cutting edge***~~
36 ~~***methods.***~~

37
38 ~~***Strategy 3: Partner with AGD constituents in the development and delivery of continuing***~~
39 ~~***education programs.***~~

40
41 ~~***Strategy 4: Protect PACE and increase the number of PACE providers.***~~

42
43 ~~**Goal 2 – Advocacy: Strengthen and protect the general dentistry profession and the oral**~~
44 ~~**health of the public.**~~

1
2 ~~Strategy 1: Represent the unique interests of general dentists in all advocacy arenas.~~

3
4 ~~Strategy 2: Advocate on behalf of the general dentistry profession as relates to policy making,~~
5 ~~insurance, licensing, education, and all levels of government.~~

6
7 ~~Strategy 3: Advocate on behalf of the public to ensure safe, best quality dentistry practices and~~
8 ~~appropriate access to care.~~

9
10 ~~Strategy 4: Develop strong working relationships where appropriate with the AGD~~
11 ~~constituents, the ADA, and dental specialty organizations in addressing issues of common~~
12 ~~interest.~~

13
14 ~~Strategy 5: Pursue instruments and resources to empower the AGD's advocacy agenda.~~

15
16 ~~Goal 3 – Membership: Achieve a 25% increase in full-dues-equivalent members and~~
17 ~~student members by the end of 2018.~~

18
19 ~~Strategy 1: Utilize market and member research to determine which current and new member~~
20 ~~benefits will best serve AGD in attracting and retaining members.~~

21
22 ~~Strategy 2: Provide and promote products and services that meet the current and future needs~~
23 ~~of members and prospective members in all stages of practice and career paths.~~

24
25 ~~Strategy 3: Achieve at least a 10% increase in members' assessments of AGD value by the end~~
26 ~~of 2018.~~

27
28 ~~Strategy 4: Actively recruit dental student members and retain them when they become~~
29 ~~practicing dentists.~~

30
31 ~~Strategy 5: Attract non-member general dentists by promoting the value of a lifelong learning~~
32 ~~mindset.~~

33
34 ~~Goal 4 – Communications: Promote the AGD as an organization dedicated to advancing~~
35 ~~general dentistry through quality continuing education and advocacy.~~

36
37 ~~Strategy 1: Position the AGD as the leading source of information on oral health issues for~~
38 ~~general dentistry.~~

39
40 ~~Strategy 2: Create and promote a consistent AGD brand that is applied to all marketing~~
41 ~~vehicles and collateral materials.~~

42
43 ~~Strategy 3: Increase public awareness of the value AGD general dentists bring as gatekeepers~~
44 ~~to oral health.~~

1 ~~Strategy 4: Focus communication efforts on engaging members to advocate on behalf of~~
2 ~~general dentistry.~~

3
4 ~~Strategy 5: Enhance AGD publications and digital-based communication vehicles to~~
5 ~~effectively communicate to all AGD stakeholders.~~

6
7 ~~Goal 5—Organizational Excellence: Ensure that the AGD is financially viable, functions~~
8 ~~efficiently in a cost-effective manner, and has a mutually supportive relationship with its~~
9 ~~constituents.~~

10
11 ~~Strategy 1: Ensure the fiscal soundness of AGD.~~

12
13 ~~Strategy 2: Improve the effectiveness and efficiency of AGD headquarters operations.~~

14
15 ~~Strategy 3: Streamline the AGD governance structure and operations.~~

16
17 ~~Strategy 4: Promote an organizational culture that best supports attainment of strategic goals~~
18 ~~and a healthy operating environment~~

19
20 ~~Strategy 5: Ensure the success of constituents in meeting the needs of grassroots members.”~~

21
22 **Action Item Report**

23
24 **AIRBIV2018#01 - Adopt the 2019-2021 AGD Strategic Plan**

25
26 **Prepared by:** Daniel Buksa, JD, CAE, Associate Executive Director, Public Affairs

27
28 **Date of Report:** July 13, 2018

29
30 **Staff Resources:** 100 hours x \$50 = \$5,000

31
32 **Total Financial Cost:** Up to \$50,000 + \$5,000 = \$55,000

33
34 **Budget Ramifications:** None – Funding is within the 2018 Budget

35
36 **Action/Timeline:** Approval at Board Meeting IV, submission to the 2018 HOD

37
38 **BOARD RECOMMENDS ADOPTION**

39
40 *Y – Acheson, Cheney, Drumm, Dubowsky, Edgar, Gajjar, Gorman, Guter, King, Kozelka, Low,*
41 *Olsen, Shelly, Stillwell, Uppal, White, Worm*

42
43 *a – Dyzenhaus, Hanson, Lew, Smith, Winland, Wooden*

44
45 *A - Gehrig, Harunani, Tillman*

1
2 *N/A - Cordero*
3

4 **How It Fits into the Strategic Plan:**

5 This proposal will rescind the current Strategic Plan and replace it with a new one.
6

7 Goal 5—Organizational Excellence: **Ensure that the AGD is financially viable, functions**
8 **efficiently in a cost-effective manner, and has a mutually supportive**
9 **relationship with its constituents.**

10 **Strategy 1:** Ensure the fiscal soundness of the AGD.

11 **Strategy 2:** Improve the effectiveness and efficiency of AGD Headquarters operations.

12 **Strategy 3:** Streamline the AGD governance structure and operations.

13 **Strategy 4:** Promote an organizational culture that best supports attainment of strategic goals
14 and a healthy operating environment.

15 **Strategy 5:** Ensure the success of constituents in meeting the needs of grassroots members.
16

17 **How it Fits into the Corporate Objectives:**

- 18 • N/A
19

20 **Introduction:**

21 The Board’s Strategic Planning Task Force convened April 22 in Chicago and spent two days
22 creating the draft strategic plan, led by facilitator Mr. Dean West of Association Laboratories.
23 The background for the plan came from:
24

- 25 • AGD historical plans and secondary sources to provide background
 - 26 • The Educational Strategy for the Dental Education Council and the AGD for 2017-2020
 - 27 • Qualitative input from 58 AGD volunteer leaders
 - 28 • An online survey was distributed to 40,494 stakeholders
 - 29 • 2,948 responses were received
 - 30 • Regular Members: 28,918 sent, 2,418 responded – 8.4% response rate
 - 31 • Student Members: 5,156 sent, 357 responded – 6.9 % response rate
 - 32 • Non-Members: 6,420 sent, 173 responded – 2.7% response rate
 - 33 • Strategic Planning Task Force
 - 34 • Executive Committee
 - 35 • Board
- 36

37 The Board discussed a draft of the plan at their 2017-2018 Board Meeting III.
38

39 **Necessary Information:**

- 40 • Members of the Strategic Planning Task Force are: Dr. Robert Gehrig (Chair), Dr.
41 Giancarlo Ghisalberty, Dr. Gordon Isbell, IV, Dr. Teresa Kang, Dr. Michal King, Dr. Ravi
42 Sinha, Dr. Sanjay Uppal, Mr. Dan Miller, Mr. Dan Buksa, Mr. Thomas Killam and Mr.
43 Max Moses.

- 1 • The charge of the task force is: to work in collaboration with the AGD Board, staff and
2 the strategic planning consultant to identify and vet the major issues facing dentistry and
3 the AGD in order to develop a strategic and associated action plan to address such.
4
5

6 **What We Don't Know:**

- 7 • The individual initiatives that councils, committees, and staff will recommend in order to
8 achieve these strategic goals
9 • The cost of pursuing these goals over time
10

11 **Pros and Cons:**

12
13 **Pros:**

- 14 • A strategic plan can be a tool to build consensus on organizational direction and
15 priorities.
16 • A strategic plan can be used to proactively pursue a preferred future for the organization.
17 • A strategic plan can help to ensure that deliberate steps are taken to achieve
18 organizational goals.
19 • The plan can serve as the basis for the Board to monitor progress toward its mission,
20 vision and goals.
21

22 **Cons:**

- 23 • Unless there is an organizational commitment to implementation, monitoring measures of
24 success, and updates as conditions change, the plan may not fulfill its potential to assist
25 the organization in advancing its mission.
26

27 **Executive Director/CEO Recommendations:**

28
29 **From:** Max Moses

30 **Sent:** Tuesday, July 17, 2018 8:38 AM

31 **To:** Daniel Buksa <daniel.buksa@agd.org>; Christa Ojeda <Christa.Ojeda@AGD.org>

32 **Subject:** RE: ED CFO review of AIR for draft Strategic Plan for Board IV agenda
33

34 I approve this AIR for presentation to the Board.
35

36 Max
37

38 Max G. Moses, JD, CPA, MBA
39

40 **How It Fits into the Market Research:**

- 41 • N/A
42

43 **Does this conflict with the Constitution and Bylaws, an AGD HOD Policy or Board Policy?**

44 **If yes, please provide the conflict and how you propose to resolve it:**

- 45 • This will amend the HOD policy manual.

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Responsible Staff Liaison & AGD member:

Mr. Max Moses, Executive Director
888.242.3368,x.4303
Max.moses@agd.org

Suggested Council or Agencies to Complete Action:

All

Suggested Councils or Agencies to be Involved in Collaboration:

- N/A

Chair Approval Email:

- N/A

Division Coordinator Review Email:

- N/A

Board Liaison Review Email:

- N/A

CFO Review Email:

From: Christa Ojeda
Sent: Tuesday, July 17, 2018 8:13 PM
To: Daniel Buksa <daniel.buksa@agd.org>; Max Moses <Max.Moses@AGD.org>
Subject: RE: ED CFO review of AIR for draft Strategic Plan for Board IV agenda

Dan,

I have reviewed the AIR and recommend it be sent to the Board for discussion.

Christa

Christa Ojeda, CPA
Chief Financial Officer

AIR Addendum – HOD Policy Change Request

Action: Add x Revise _____ Delete x

Existing Policy to Revise/Delete:

2015:102 H 6 2016-2018 Strategic Plan

~~Goal 1—Education: Become the most valued resource of quality continuing dental education for general dentists at all stages of their career.~~

~~Strategy 1: Create a Scientific Session that will annually attract at least 25% of AGD members by the end of 2018.~~

~~Strategy 2: Facilitate education programs that promote members’ success and advancement through all stages of their dental career using traditional as well as innovative, cutting edge methods.~~

~~Strategy 3: Partner with AGD constituents in the development and delivery of continuing education programs.~~

~~Strategy 4: Protect PACE and increase the number of PACE providers.~~

~~Goal 2—Advocacy: Strengthen and protect the general dentistry profession and the oral health of the public.~~

~~Strategy 1: Represent the unique interests of general dentists in all advocacy arenas.~~

~~Strategy 2: Advocate on behalf of the general dentistry profession as relates to policy making, insurance, licensing, education, and all levels of government.~~

~~Strategy 3: Advocate on behalf of the public to ensure safe, best quality dentistry practices and appropriate access to care.~~

~~Strategy 4: Develop strong working relationships where appropriate with the AGD constituents, the ADA, and dental specialty organizations in addressing issues of common interest.~~

~~Strategy 5: Pursue instruments and resources to empower the AGD’s advocacy agenda.~~

~~Goal 3—Membership: Achieve a 25% increase in full dues equivalent members and student members by the end of 2018.~~

~~Strategy 1: Utilize market and member research to determine which current and new member benefits will best serve AGD in attracting and retaining members.~~

1 ~~Strategy 2: Provide and promote products and services that meet the current and future needs of~~
2 ~~members and prospective members in all stages of practice and career paths.~~

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14 ~~dentistry through quality continuing education and advocacy.~~

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40
41 ~~Strategy 4: Promote an organizational culture that best supports attainment of strategic goals~~
42 ~~and a healthy operating environment~~

43
44 ~~Strategy 5: Ensure the success of constituents in meeting the needs of grassroots members.”~~
45

1 **Resolution Presented for Approval:**

2 **“Resolved, that the 2019-2021 AGD Strategic Plan be adopted, effective January 1, 2019, so**
3 **that it reads:**

4
5 **Continuing Education**

6
7 **Expand the breadth, depth and convenience of high quality continuing education**
8 **opportunities for AGD members.**

9 **Goals**

10
11 General dentists provide superior patient clinical outcomes.

12 **High-Level Strategy**

13
14 To achieve these goals, AGD will do the following:

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16 AGD Constituents or other AGD collaborative relationships.
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18 ○ Provide a portfolio of online or web-based offerings to make CE accessible and affordable.
19 ○ Explore direct-to-member CE facilitated by AGD for instances where constituent-led CE is
20 not viable.
21 ○ Support constituent led CE including the development of efforts to provide high quality
22 education.
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24 • **Expanded educational recognition opportunities** – Create more opportunities to receive
25 recognition for continuing education.
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27 • **Micro-education** - AGD will explore developing micro-education to specifically address key
28 clinical training meeting applicable licensure or AGD credentialing requirements.

29 **Practice Leadership and Support**

30
31 **Creates new initiatives to help AGD members lead more financially successful practices by**
32 **providing practice leadership education and business support.**

33 **Goals**

34
35 AGD members lead or work in successful practices with positive business and clinical outcomes.

36 **High-Level Strategy**

37
38 To achieve these goals, AGD will do the following:

- 39 • **Improve Dental Practice Leadership** – Educate and train dental practice leaders on
40 effective practice management and leadership techniques. Activities include, but are not
41 limited to, the following.
42
43 ○ Create robust practice management education providing practice leaders with critical
44 business and leadership resources.

- 1 • **Help Dental Students and Residents** – Lead efforts helping students and residents manage
- 2 financial impact of their education through best practices.
- 3 • **Improve Practice Performance** – Make available national buying program or direct
- 4 supplier negotiation providing discounts on practice supplies, equipment and other services.
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- 6
- 7 ○ Investigate developing an expanded portfolio of direct practice services (billing, EHR, legal)
- 8 designed to provide AGD members with vetted, trusted and useful practice management and
- 9 leadership assistance.
- 10
- 11 ○ Investigate direct negotiations with high quality dental practice suppliers to provide for cost
- 12 savings or service improvements to AGD dentists and their practice.
- 13

14 **Public and Policy Advocacy**

15

16 **Improves the climate for practicing dentistry through patient and policy maker education**

17 **on the value of oral care and general dentistry and by promoting AGD members’ lifelong**

18 **commitment to continuing education and successful patient outcomes.**

19 **Goals**

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24 oral health.

25 **High-Level Strategy**

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27 To achieve these goals, AGD will do the following:

- 28 • **Increase Patients** – Promoting efforts highlighting the clinical differentiation between AGD
- 29 members and other oral care options.
- 30 • **Educate Policy Makers** – Educate policy makers on the positive patient clinical outcomes of
- 31 dentist led general dentistry practices.
- 32 • **Advocate for the Dental Home Concept** - AGD will identify and implement strategies to
- 33 educate policy makers and the public on the value of the dentist led Dental Home Concept.

34

35 **Related Existing HOD Policies:**

- 36 • N/A

37

38 **Are existing AGD policies inadequate or no longer appropriate? Explain.**

39 The current strategic plan was designed to sunset in 2018.

40

41 **For additions/revisions, how often should this policy be reviewed? [Default is every 5 years]**

42 Annually

43

44 **Any documentation or literature considered in developing this submission? N**

- 45 • N/A

- 1
- 2 **Other Comments?**
- 3
 - N/A



Member Informed,

Data-Driven

Strategic Plan

2018

Draft – July 16, 2018

NOT FOR CIRCULATION

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Introduction

The Academy of General Dentistry (AGD) is widely recognized as the premiere educational organization in general dentistry.

To continue improving the organization's effectiveness, executive staff and volunteer leadership decided to implement a member informed and metric driven strategic planning process incorporating data from members, nonmembers and students and volunteer leaders.

Association Laboratory led the recent Membership Satisfaction and Value Research engagement and applied the lessons from this research to the AGD strategic planning process. Founded in 1999, [Association Laboratory](#) is the nation's leading association healthcare strategy firm with extensive experience in the dental and oral health sector.

The AGD investigated four key areas through qualitative and quantitative research collecting input via the online quantitative survey. Input was received from more than 3,000 AGD members and nonmember practicing dentists and students across the United States and Canada and more than 50 different volunteer leaders throughout AGD and its constituents. The process investigated the following.

1. **Dental/Student Market** - Who is the dental and student market and how are different segments within the market similar or different in their needs?
2. **Future Professional and Practice Environment** - What is the future environment within which practicing dentists live and work and how does this environment influence their needs?
3. **Volunteer Leader Goals** - What are the strategic goals desired by the association given the market and the environment within which they work?
4. **Mission-based Strategies** - What strategies should AGD implement to achieve the strategic goals developed by leaders based on the member, nonmember and student research?

Following the research, an iterative peer-based process of discussions was held to develop the draft AGD Strategic Plan.

From April 21 - 23, 2018, the [AGD Strategic Planning Task Force](#) convened to discuss the research and develop recommendations for a draft AGD Strategic Plan.

On June 27, the [AGD Executive Committee](#) reviewed the draft AGD Strategic Plan and recommended edits for review and discussion by the AGD Board of Directors.

On June 29, the [AGD Board of Directors](#) reviewed the draft, including commentary provided by the AGD Executive Committee.

This document represents a final draft AGD Strategic Plan incorporating all volunteer leaders input to guide final discussions, revisions and eventual review by the AGD House of Delegates.

Rationale

The AGD Membership Satisfaction and Value Survey investigated 37 different issues impacting the personal, professional and practice lives of general dentists and students.

The following table highlights the top issue identified as a percentage of respondents. The respondents were broken into a critical market segments based on the survey metrics identifying their role.

	Owner (61%)	Employee (24%)	Independent Contractor (9%)	Student (12%)
Top Scope of Practice	78% Competition from corporate dentistry	72% Competition from corporate dentistry	75% Competition from corporate dentistry	73% Competition from corporate dentistry
Top Insurance / Billing Issue	46% Stagnant annual limits	55% Limits on coverage	52% Limits on coverage	56% Limits on coverage
Top Changes in Structure Issues	61% Rising practice operational costs	51% Growth of large group and corporate practices	50% Rising practice operational costs	54% Finding, starting, or buying/selling practice
Top Personal Challenges	67% Maintaining work-life balance	57% Maintaining work-life balance	60% Maintaining work-life balance	71% Paying off student debt

Based on an in-depth review of these issues and additional research on the market, desired outcomes and the roles of various alternative organizations, the [AGD Strategic Planning Task Force](#) identified the following key factors that were essential drivers of the recommended AGD goals and strategies.

Dental Service Organizations (DSO)– Identified as an issue of by approximately 75% of recent respondents to the AGD Member/Non-Member Survey. This evolving corporate model of dental care offers advantages and disadvantages to AGD member dentists. At the practice level, the marketing and buying strength of DSOs make them formidable competitors to traditional single and multiple dentist practices. These organizations also offer employment environments at the professional level that are attractive to general dentists less interested in managing nonclinical aspects of the modern dental practice. Some of these organizations, however, set production quotas and/or dictate the decision making of the clinician. Others require onerous non-compete clauses in their employment contracts. It is important for AGD members to understand the contract they sign.

Expanded Use of Mid-Level Providers – The expanded use of mid-level providers presents potential risks to quality dental care if not provided in concert with direct dentist supervision. Without this supervision, there is danger that the expanded independent practice by mid-level providers will create a 2-tiered system that diminishes the quality of care to the population it is intended to serve.

Insurance Pressure – insurance companies will continue to pressure dentists and dental practices through reduced payments, limits on payments and increased bureaucracy related to billing. All of which increase hassle, expense and decrease practice revenue. In addition, insurance companies may prefer dealing with dental service organizations who employ insurance and billing specialists. This puts the single or multi-dentist practice at a negotiating disadvantage.

Patients – AGD members are in continual competition for patients with non-AGD dentists. They need to differentiate themselves from non-AGD dentists who may have less commitment to continuing education or training. Not only are patients often reluctant to seek oral care, they may not understand the difference in care provided by a non-AGD dentist and an AGD member committed to lifelong learning.

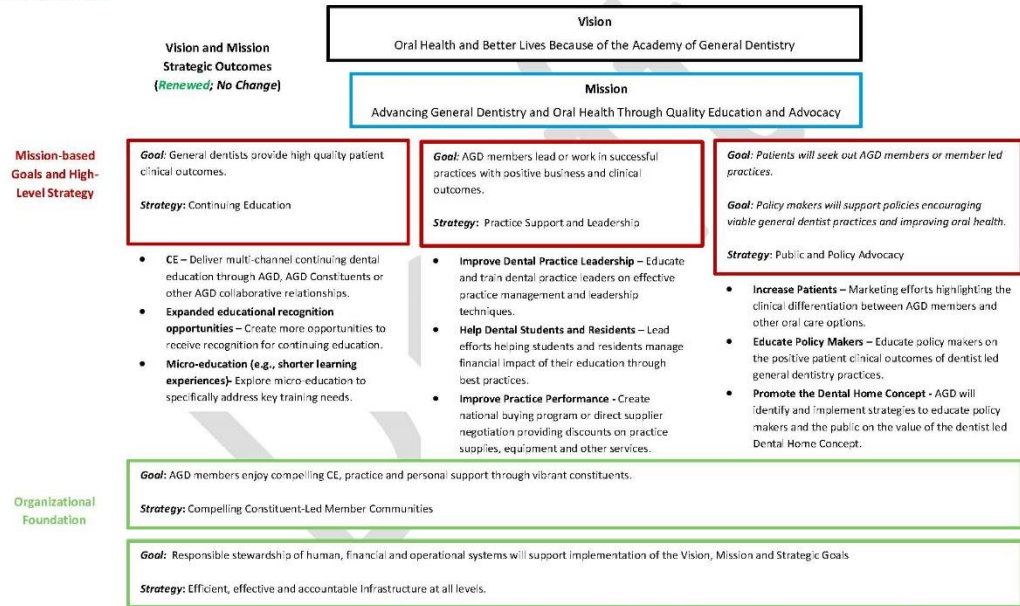
Practice Viability – The combination of increased practice expenses, limited revenue and increased competitive pressures for patients and staff place the viability of the dentist led solo and multi-dentist practice at risk.

Clinical Knowledge – It will be critical for AGD members to sustain and promote their high quality clinical knowledge to patients, policy makers and payors and to lead effective patient-centric care teams to provide high quality, differentiated care to improve patient outcomes.

Personal and Professional Satisfaction – Competition, payor pressure, patient attitudes and their impact on practice viability and evolving clinical knowledge create substantial pressure on the modern general dentists. These pressures influence their career choices and create professional burnout and dissatisfaction.

The draft AGD Strategic Plan have been developed to address the reality of these forces on the personal, professional and practice lives of AGD members and their patients.

Overview



Plan Description

The following describes in more detail outcomes, goals, and strategies comprising the AGD 2018 Strategic Plan, referring to the research and discussions of Board and Volunteer members.

Strategic Outcomes

Based on conversations at the Strategic Planning Retreat and the AGD Executive Committee and AGD Board of Director's meeting, AGD leaders identified the following desired strategic outcomes.

- Patients and their families are recipients of high quality clinical care.
- Financially viable practices are led by competent practice leaders.
- AGD members have productive careers and quality lives in their communities.

The following Vision, Mission and Strategies are designed to achieve these goals.

Vision Statement

Modern *vision* statements articulate a desired future state.

At the forefront of strategic planning conversations was a focus on education and advocacy enabling general dentists to provide high quality oral care.

Based on the research and participant conversations, the current Vision Statement was renewed by the Board of Directors.

AGD's Vision is

Oral Health and Better Lives Because of the Academy of General Dentistry

Mission Statement

Modern *mission* statements articulate how the association plays a role in achieving the vision statement.

Based on these conversations, the current Mission Statement was renewed by the Board of Directors.

AGD's Mission is

Advancing General Dentistry and Oral Health Through Quality Education and Advocacy

Mission-based Goals and High-Level Strategies

Mission-based goals and high-level strategies are designed to directly support the *Vision* and *Mission*. The following briefly describes in more detail the specific strategic goals and strategy recommendations of the AGD Strategic Planning Task Force, AGD Executive Committee and AGD Board of Directors.

Continuing Education

Expand the breadth, depth and convenience of high quality continuing education opportunities for AGD members.

Rationale

Critical to AGD members is the uncompromising delivery of high quality patient care. According to the 2018 AGD the 2018 AGD Membership Satisfaction and Value Survey 41% of practicing dentists answering the AGD survey indicated that *staying current with clinical trends and techniques* was an important issue. In addition, 49% stated that *improving my patient's clinical outcomes* was a priority. The key to this high-quality care is a commitment by members to lifelong learning supported by evidence-based validation of their expertise through 3rd party awards designed to ensure patient and family trust and satisfaction. AGD is committed to be a clearinghouse for state-of-the-art and high quality continuing education.

Goals

General dentists provide superior patient clinical outcomes.

High-Level Strategy

To achieve these goals, AGD will do the following:

- **CE** - Deliver multi-channel continuing dental education through AGD, AGD Constituents or other AGD collaborative relationships.
 - Provide a portfolio of online or web-based offerings to make CE accessible and affordable.
 - Explore direct-to-member CE facilitated by AGD for instances where constituent-led CE is not viable.
 - Support constituent led CE including the development of efforts to provide high quality education.
- **Expanded educational recognition opportunities** – Create more opportunities to receive recognition for continuing education.
- **Micro-education** - AGD will explore developing micro-education to specifically address key clinical training meeting applicable licensure or AGD credentialing requirements.

Practice Leadership and Support

Creates new initiatives to help AGD members lead more financially successful practices by providing practice leadership education and business support.

Rationale

Without financially viable practices, the professional future of dentist led practices and the relationship between the general dentist and patients is at risk. According to the 2018 AGD the 2018 AGD Membership Satisfaction and Value Survey 76% of practicing dentists, operating overwhelmingly in solo or multi-dentist practices (81%) are concerned about competition from corporate dentistry. In addition, 61% of practicing dentist with a partner or ownership stake are concerned about rising practice costs. The conclusion? Support of AGD member practices is a fundamental priority of the AGD. AGD is committed to providing the information, education and practice support necessary for AGD members to lead or work in sustainable practices providing patient centric care.

Goals

AGD members lead or work in successful practices with positive business and clinical outcomes.

High-Level Strategy

To achieve these goals, AGD will do the following:

- **Improve Dental Practice Leadership** – Educate and train dental practice leaders on effective practice management and leadership techniques. Activities include, but are not limited to, the following.
 - Create robust practice management education providing practice leaders with critical business and leadership resources.
- **Help Dental Students and Residents** – Lead efforts helping students and residents manage financial impact of their education through best practices.
- **Improve Practice Performance** - Create national buying program or direct supplier negotiation providing discounts on practice supplies, equipment and other services. Activities include, but are not limited to, the following.
 - Investigate developing an expanded portfolio of direct practice services (billing, EHR, legal) designed to provide AGD members with vetted, trusted and useful practice management and leadership assistance.
 - Investigate direct negotiations with high quality dental practice suppliers to provide for cost savings or service improvements to AGD dentists and their practice.

Public and Policy Advocacy

Improves the climate for practicing dentistry through patient and policy maker education on the value of oral care and general dentistry and by promoting AGD members' lifelong commitment to continuing education and successful patient outcomes.

Rationale

Critical to the long-term success of general dentist practices are patients. According to the 2018 AGD Membership Satisfaction and Value Survey, 39% of dentists responding to the survey stated the *number of patients* was a concern. It is priority of AGD to ensure that patients seek appropriate oral health care, and when deciding on a provider, understand the differentiation between an AGD member and other alternative providers. In addition, insufficient reimbursement levels and competition from a variety of sources creates challenges to practice viability. Together, these two areas demand a commitment to public education and the encouragement of a positive public policy environment favorable to the needs of general dentistry and AGD members.

Goals

Patients will seek out AGD members or member led practices.

Policy makers will support policies encouraging viable general dentist practices and improving oral health.

High-Level Strategy

To achieve these goals, AGD will do the following:

- **Increase Patients** – Marketing efforts highlighting the clinical differentiation between AGD members and other oral care options.
- **Educate Policy Makers** – Educate policy makers on the positive patient clinical outcomes of dentist led general dentistry practices.
- **Promote the Dental Home Concept** - AGD will identify and implement strategies to educate policy makers and the public on the value of the dentist led Dental Home Concept.

Organizational Foundation

The organizational foundation is predicated on compelling member communities and outstanding stewardship of member invested resources.

Compelling Constituent Communities

Essential to the success of the AGD is a vibrant and successful constituent led structure. Constituents are the essential delivery vehicle for high quality CE and for locally led state advocacy efforts. The AGD office in Chicago is a critical leadership, organizational and administrative foundation designed to make constituents more successful, and, in the lack of a suitable constituent, serve AGD members directly to ensure value for the money.

Goals

AGD members enjoy compelling CE, practice and personal support through vibrant constituents.

Strategy

Compelling constituent-led member communities

Efficient and Effective National Infrastructure

Goals

Responsible stewardship of human, financial and operational systems will support implementation of the Vision, Mission and Strategic Goals

Strategy

Efficient, effective and accountable infrastructure at all levels.

Closing

The growth of a successful association is a continuous process of research, reflection, and improvement.

Staff, volunteer leadership, and other stakeholders of the Academy of General Dentistry (AGD) must continually monitor trends and challenges that affect oral care, consider the association's role within this environment, and adapt the association's strategy to ensure a vibrant, successful organization.

Draft

1 Resolution 150

2
3 **“Resolved, that the 2019 Budget with Revenues of \$14,839,221 and Expenses of \$14,839,221**
4 **netting out to 0 Net Loss from Operations with a Contingency of \$123,497 and capital**
5 **budget of \$481,522 be approved. And be it further,**

6
7 **Resolved, that House Policy 2017:150S4-H-11 be rescinded.**

8
9 ~~2017:150S4-H-11 “Resolved, that the 2018 budget with Net Income from Operations of \$0~~
10 ~~pre-spending and \$0 post-spending and a capital budget of \$89,500 be approved.~~

11
12 ~~And be it further, resolved, that the budget be amended to include a \$3 increase in student~~
13 ~~dues and be it further resolved that the contingency fund be reduced by \$34,420.~~

14
15 **AIRBIV2018#02 – Approve 2019 Budget**

16
17 **Prepared by:** Christa Ojeda, Chief Financial Officer

18
19 **Date of Report:** July 13, 2018

20
21 **Staff Resources:** NA

22
23 **Total Financial Cost:** Develops budget for calendar year 2019

24
25 **Budget Ramifications:** Develops budget for calendar year 2019

26
27 **Action/Timeline:** Record vote at 2017-2018 Board Meeting IV; implementation starting January
28 1, 2019.

29
30 **BOARD RECOMMENDS ADOPTION**

31
32 *Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gorman, Guter, Hanson,*
33 *Harunani, King, Lew, Low, Olsen, Shelly, Smith, Stillwell, Uppal, White, Winland, Wooden,*
34 *Worm*

35
36 *A - Gehrig, Kozelka, Tillman*

37
38 *N/A - Cordero*

39
40 **How it Fits into the Strategic Plan:**

- 41
 - N/A

42
43 **How it Fits into the Corporate Objectives:**

- 44
 - N/A

1 **Introduction:**

2 The attached report from the Budget & Finance Committee provides the following:

- 3 • Impact of the Dues Stabilization Policy and HOD policies on stipends on the 2019
- 4 budget.
- 5 • A summary of financial results which includes how the Investment Policy mandates were
- 6 achieved.
- 7 • Describes the budget process.
- 8 • The Statement of Activities by Program details the budget by AGD programs for both
- 9 revenues and expenses.
- 10 • A summary of the Board contingency fund.
- 11 • Information regarding the capital budget for 2019 and additional capital improvements.

12
13 **Necessary Information:**

- 14 • All members of Budget and Finance Committee have provided input into this report.
- 15 • The Budget and Finance Committee, including Dr. Gajjar and Dr. White, unanimously
- 16 approved (by roll call vote) the 2019 Budget and annual report. Dr. Donald Worm was
- 17 unable to attend the meeting but reviewed the report afterwards.
- 18 • The budget meets the mandates of the Investment policy.
- 19 • The budget includes CPI dues increase, no student dues increase and a CPI increase to the
- 20 officers' annual honorariums and the RDs' and Board's allotments.
- 21 • Board Contingency fund of \$100,000.

22
23 **What We Don't Know:**

- 24 • As with any budget, the budget was based on the information available to staff at the time
- 25 the budget was developed. As time progresses, circumstances can change which may
- 26 result in actual results varying from budget. It is the responsibility of staff and the Board
- 27 to respond to these changes to ensure that the actual Net Income from Operations is at
- 28 budget or better.

29
30 **Pros and Cons:**

31 **Pros:**

- 32 • A budget provides a guide of where the organization wants to focus its resources.

33 **Cons:**

- 34 • As the 2019 budget is compiled prior to the start of the budget year, alterations to the
- 35 budget may be necessary.

36
37 **Executive Director/CEO Recommendations:**

38 **From:** Max Moses

39 **Sent:** Friday, July 13, 2018 4:01 PM

40 **To:** Christa Ojeda <Christa.Ojeda@AGD.org>; Dr. Uppal <sanjayuppal@yahoo.com>

41 **Subject:** RE: 2019 Budget AIR

42
43 I agree that this AIR should be presented to the Board for discussion.

1
2 Max G. Moses, JD, CPA, MBA
3 Executive Director

4
5 **How It Fits into the Market Research:**

- 6 • N/A
7

8 **Does this conflict with the Constitution and Bylaws, an AGD HOD Policy or Board Policy?**
9 **If yes, please provide the conflict and how you propose to resolve it:**

- 10 • No
11

12 **Responsible Staff Liaisons & Council/Committee Chair:**

13 Dr. Sanjay Uppal, DDS, FAGD
14 Chair, Budget and Finance Committee
15 519.212.1677-p
16 sanjayuppal@yahoo.com
17

18 Dr. Mohamednazir F. Harunani, DDS, MAGD
19 Treasurer & Vice Chair, Budget and Finance Committee
20 815.222.7228-p
21 mharunani@gmail.com
22

23 Christa Ojeda
24 Chief Financial Officer
25 312.440.4315-p
26 christa.ojeda@agd.org
27

28 **Suggested Council or Agencies to Complete Action:**
29 Budget & Finance Committee
30

31 **Chair Approval Email:**

32 **From:** Sanjay Uppal [mailto:sanjayuppal@yahoo.com]
33 **Sent:** Friday, July 13, 2018 6:28 PM
34 **To:** Max Moses <Max.Moses@AGD.org>
35 **Cc:** Christa Ojeda <Christa.Ojeda@AGD.org>
36 **Subject:** Re: 2019 Budget AIR
37

38 I approve this AIR and it needs to be presented to the board.
39

40 Thanks,
41

42 Sanjay
43

44 **Division Coordinator Review Email:**

- 45 • N/A

1
2
3
4
5
6
7
8

Board Liaison Review Email:

- N/A

CFO Review Email:

- N/A

AIR Addendum – HOD Policy Change Request

Action: Add X Revise _____ Delete X

Existing Policy to Revise/Delete:

2017:150S4-H-11: “Resolved, that the 2018 budget with Net Income from Operations of \$0 pre-spending and \$0 post-spending and a capital budget of \$89,500 be approved.

And be it further, resolved, that the budget be amended to include a \$3 increase in student dues and be it further resolved that the contingency fund be reduced by \$34,420.”

Resolution Presented for Approval:

“Resolved, that the 2019 Budget with Revenues of \$14,839,221 and Expenses of \$14,839,221 netting out to 0 Net Loss from Operations with a Contingency of \$123,497 and capital budget of \$481,522 be approved.

And be it further resolved, that House Policy 2017:150S4-H-11 be rescinded.”

Related Existing HOD Policies:

N/A

Are existing AGD policies inadequate or no longer appropriate? Explain.

N/A

For additions/revisions, how often should this policy be reviewed? [Default is every 5 years]

Annually

Any documentation or literature considered in developing this submission?

N/A

Other Comments?

N/A

1 **Academy of General Dentistry (AGD) Foundation Annual Report**
2

3 The mission of the Academy of General Dentistry (AGD) Foundation, the philanthropic arm of the AGD, is to
4 passionately support the efforts of the general dentist toward improving the oral health of the public. The AGD
5 Foundation is strongly committed to promoting oral cancer awareness, risk factor prevention, and diagnostic training
6 for general dentists that utilizes the best technology.
7

8 Following are highlights of the AGD Foundation’s recent efforts in 2018 to drive our mission, and future steps to
9 maintain momentum and expand our reach. The current financials accompany this report.
10

11 **Our reach and impact**

12 •The cover story of the April issue of AGD Impact, the AGD’s monthly newsmagazine (circulation: 50,000) was
13 titled: Taking the Fight to Oral Cancer. Continuing *AGD Impact’s* annual recognition of April as Oral
14 Cancer Awareness Month, the issue chronicled the stories of several oral cancer survivors who
15 have made it their missions to spread awareness of the disease that profoundly affected their
16 lives, hopefully saving more lives in the process.

17 •A free webinar “*HPV: Exposing the Dental Epidemic*” was targeted to leaders representing 62 AGD
18 Constituents across the United States and Canada. This live webinar stimulated discussion to provide solutions and
19 answers to how AGD Constituents and oral healthcare providers can educate other providers about
20 oral cancer and the HPV Vaccine, what we can do to support awareness within our communities
21 to educate the public, and resources available to AGD constituents through the AGD Foundation.

22 •More than 600 AGD members and dental auxiliary registered for the oral cancer webinar “Oral Cancer Screening
23 and Detection.” The free webinar helped equip oral health care providers with the knowledge to help reduce the
24 mortality of oral cancer. Current research and findings was also shared. The webinar is available through the AGD
25 Online Learning Center.

26 •The AGD Foundation Board approved a total of \$26,700 in grant funding for six non-profit
27 organizations that will promote oral cancer awareness. These organizations anticipate reaching a
28 combined total of more than 7,000 people who will receive oral health care, including oral
29 cancer screenings and risk factor prevention education.

30 •During the June 7-9, AGD Scientific Session in New Orleans, the continuing education course “Sex, Drugs, and
31 Oral Cancer” highlighted the increase in HPV-related oropharyngeal cancers, and ways to communicate with
32 patients.

33 •On June 8, 21 dentists, 1 hygienist, and 14 dental and radiology students volunteered at the AGD Foundation Oral
34 Cancer Screening event. Held at First Grace United Method Church in New Orleans, this event was free to the
35 public. A total of 37 people were screened, bringing the total to nearly 400 people screened since the inception of
36 the program in 2014. The event was covered by Chanel 42, a *Telemundo*-affiliated *television*
37 *station serving New Orleans*.
38



1



2

1 **Dedicated Donors**

2 To the AGD members and corporate donors who donate and volunteer to support the mission of
3 the AGD Foundation, we can't thank you enough. This year's Major Corporate Donor is 3M.
4 The Supporting Corporate Donors are Dentist's Advantage and Heartland Dental. The AGD
5 Foundation also thanks its In-kind Contributors, Crest Oral-B, Forward Science, Oral Cancer
6 Foundation, and Patterson Dental.

7
8 **Future Steps**

- 9 ●AGD members in the Chicago-land area will be encouraged to participate in the Oral Cancer Foundation's Oral
10 Cancer Walk for Awareness on August 25, 2018, their first oral cancer walk in the city of Chicago.
11 ●Expand free and low-cost educational offerings—including continuing education courses and webinars—to AGD
12 members that teach early detection techniques for cancers of the mouth, tongue, and throat.
13 ●Enhance public awareness of the general dentist's role as the first line of defense against oral cancer, with free oral
14 cancer screenings, public service announcements, and patient education tools.
15 ●Increase financial grants to AGD constituents and not-for profit, community-based, and community-driven
16 outreach programs that provide oral cancer screenings and educate the public about oral cancer risk factors and
17 prevention.
18 ●Collaborate with or support AGD Constituents that host oral cancer screenings in their local communities.
19 ●Collaborate with allied dental organizations in the fight against oral cancer.
20 ●Share new knowledge about oral cancer through an intellectual collaboration with speakers, panelists, and
21 representatives from various organizations to learn about innovations, models, or ideas that have the potential to
22 reduce oral cancer rates.

23 Together we make a powerful team to help fight oral cancer. Support the mission of the AGD
24 Foundation. Make a tax-deductible donation online at agd.org/agd-foundation. Thank you.

25
26 **AGD Foundation Board of Directors**

27 W. Mark Donald, DMD, MAGD, President
28 Carol A. Wooden, DDS, MAGD, Vice President
29 A. Roddy Scarbrough, DMD, FAGD, Secretary/Treasurer
30 Ms. Valerie Bartoli, CDA, Executive Director, Washington AGD
31 Ms. Ann Bruck, US Industry Relations and Professional Services Manager, 3M Oral Care
32 Abe Dyzenhaus, DDS, FAGD
33 Hans P. Guter, DDS, FAGD
34 Gary E. Heyamoto, DDS, MAGD
35 Kay Jordan, DDS, MAGD
36 James R. Keenan, DDS, MS, MAGD
37 John A. Kokai, DDS, MAGD
38 Mr. Daniel Miller, Senior Vice President Healthcare, Aon Affinity Insurance Services
39

1 **From:** Mark Donald [mailto:mdonald2504@gmail.com]
2 **Sent:** Tuesday, July 10, 2018 2:05 AM
3 **To:** Carol Wooden, DDS, MAGD <cawooden@mindspring.com>
4 **Cc:** Marilyn Z. Mays <marilyn.mays@agd.org>; Max Moses <Max.Moses@AGD.org>; Thomas
5 Killam <Thomas.Killam@AGD.org>; roddydmdbellsouth.net
6 **Subject:** Re: Annual Report to the HOD
7 I approve.
8 Mark

Academy of General Dentistry Foundation
Discussion of May 31, 2018 Financial Statement

Statements of Financial Position

Total Assets were \$779,232 at May 31, 2018, a \$15,839 increase over May 31, 2017. Total cash is equivalent to \$244,972. \$161,302 is in a checking account held at JPMorgan Chase, \$34,595 is in an interest bearing money market account held at JPMorgan Chase, and \$49,075 is in an interest bearing account at First Republic.

Prepaid expenses consist of the following significant expenses:

- Prepaid insurance of \$642.

Liabilities of \$134,078 consist of the following:

- The AGD payable consists of expenses paid by AGD on behalf of the Foundation.

Statements of Activities

Revenues

For the five months ended May 31, 2018, revenues were \$60,416. The following is the detail of the significant revenue items:

- Contributions of \$12,177 from Membership represents a 16% unfavorable decrease from budget.
- Corporate/Oral Cancer/Outreach contributions of \$45,000
 - \$10,000 from Dentists Advantage
 - \$25,000 from 3M
 - \$10,000 from Heartland Dental

- Foundation Board Contributions of \$250
- Memorial contributions of \$100
- Silent Auction Contributions of \$1,500
- Miscellaneous income consisted of:
 - \$1,000 from the Dunlap Fund
 - \$343 from the Amazon Smiles Program
- Interest and dividend income of \$46.

Expenditures

Total expenses for the five months were \$56,583. The following is the detail of the significant expense items:

- \$993 in expenses for Oral Cancer Outreach consisted of \$500 in space rental fees for oral cancer screening, and \$493 in printing and supplies.
- \$4,080 in expenses for the Silent Auction consisted of \$3,498 in fees to Gesture, who will facilitate the electronic auction, and \$582 in printing, postage, and supplies.
- Salaries of \$26,106 and benefits of \$7,813 reimbursed to the AGD represent the manager position.

- Professional Service and Other Service Fees of \$14,649 consisted of \$4,649 of legal fees to register as a charity in 37 states, and \$10,000 of administrative service fees to the AGD.
- Other expenses of \$1,866 consists of: postage and shipping, insurance, and printing.

Income from Operations – With total revenues of \$60,416 and total expenses of \$56,583, Income from Operations for the five months ended May 31, 2018 resulted in a surplus of \$3,833 which is \$79,506 better than budget.

Investment Income – For the five months ended May 31, 2018, there was an unrealized gain on investments of \$1,207 and interest and dividends of \$4,152. Investment advisor fees to date for 2017 were \$2,889. The net result was a gain on investments of \$2,470.

Change in Net Assets

The Change in Net Assets for the five months ended May 31, 2018 was a surplus of \$6,303.

If you have any questions, feel free to contact me at 312.440.4315 or Christa.Ojeda@agd.org.

Sincerely,



Christa Ojeda
Chief Financial Officer The Academy of General Dentistry
July 9, 2018

Academy of General Dentistry Foundation
Statements of Financial Position
May 31, 2018 and 2017

	Unaudited May 31, 2018	Unaudited May 31, 2017	Variance
ASSETS			
Cash	\$ 244,972	\$ 173,300	\$ 71,672
Investments	533,618	539,734	(6,116)
Other Receivables	-	45,875	(45,875)
Prepaid Expenses	642	4,484	(3,842)
TOTAL ASSETS	<u>\$ 779,232</u>	<u>\$ 763,393</u>	<u>\$ 15,839</u>
LIABILITIES			
Accounts Payable	-	-	-
AGD Payable	134,078	167,994	(33,916)
Accrued Expenses	-	-	-
Deferred Revenue	-	-	-
TOTAL LIABILITIES	<u>134,078</u>	<u>167,994</u>	<u>(33,916)</u>
NET ASSETS			
Unrestricted	610,534	560,779	49,755
Temporarily Restricted	34,620	34,620	-
TOTAL NET ASSETS	<u>645,154</u>	<u>595,399</u>	<u>49,755</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 779,232</u>	<u>\$ 763,393</u>	<u>\$ 15,839</u>

Academy of General Dentistry Foundation
Statement of Activities
For the Period Ended May 31, 2018

	a	b	a-b		c	a-c
	May 18 YTD Actual	May 18 YTD Budget	Change	Fav/(Unfav) % Change	2018 Annual Budget	Remaining 2018 Budget
Revenues						
Contributions						
Individual/Annual Fund	\$ 12,177	\$ 14,583	\$ (2,406)	(16%)	\$ 35,000	\$ 22,823
Corporate/Oral Cancer/Outreach Programs	45,000	-	45,000	0%	50,000	5,000
Foundation Board Contributions	250	-	250	0%	-	(250)
Memorials	100	208	(108)	(52%)	500	400
Fun Run/Walk	-	-	-	0%	-	-
Silent Auction	1,500	-	1,500	0%	65,500	64,000
Administration						
Interest	46	-	46	0%	-	(46)
Miscellaneous	1,343	-	1,343	0%	-	(1,343)
AGD In-Kind Contribution	-	-	-	0%	-	-
Total Revenues	<u>60,416</u>	<u>14,791</u>	<u>45,625</u>	<u>308%</u>	<u>151,000</u>	<u>90,584</u>
Expenditures						
Annual Fund	-	888	(888)	100%	8,630	8,630
Corporate and Major Gifts	-	266	(266)	100%	637	637
Fun Run/Walk	-	-	-	0%	-	-
Oral Cancer/Outreach Program	993	-	993	0%	6,940	5,947
Silent Auction	4,080	7,000	(2,920)	0%	16,110	12,030
General Grant/Fellowship	-	32,500	(32,500)	0%	65,136	65,136
Miscellaneous Events	-	-	-	0%	1,200	1,200
Administrative						
AGDF Salaries/Benefits reimbursed to AGD	33,919	32,698	1,221	(4%)	78,476	44,557
Board of Directors Meetings	-	-	-	0%	20,848	20,848
Professional Services and Other Service Fee	14,649	14,592	57	(0%)	35,020	20,371
Audit Fees	-	-	-	0%	6,500	6,500
Other Expenses	1,866	1,020	846	(83%)	7,667	5,801
Employee Travel	-	-	-	0%	2,553	2,553
Bank Service Fees	1,076	1,500	(424)	28%	3,600	2,524
AGD In-Kind Contribution	-	-	-	0%	-	-
Total Administrative	<u>51,510</u>	<u>49,810</u>	<u>(1,700)</u>	<u>3%</u>	<u>154,664</u>	<u>103,154</u>
Total Expenditures	<u>56,583</u>	<u>90,464</u>	<u>33,881</u>	<u>(37%)</u>	<u>253,317</u>	<u>196,734</u>
Income from Operations	<u>3,833</u>	<u>\$ (75,673)</u>	<u>\$ 79,506</u>		<u>\$ (102,317)</u>	<u>\$ (106,150)</u>
Net Assets, Beginning of Year	<u>638,854</u>					
Investment Income	<u>5,359</u>					
Investment Management Fees	<u>(2,889)</u>					
Change in Net Assets	<u>6,303</u>					
Net Assets, End of Year	<u>\$ 645,157</u>					



To the Board of Directors of
Academy of General Dentistry Foundation

We have audited the financial statements of Academy of General Dentistry Foundation (the Foundation) for the year ended December 31, 2017, and have issued our report thereon dated July 13, 2018. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility Under Auditing Standards Generally Accepted in the United States of America

As stated in our engagement letter dated November 21, 2017, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements are fairly presented, in all material aspects, in accordance with the accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your responsibilities.

As part of our audit, we considered the internal controls of the Foundation. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal controls.

Our responsibility for the supplementary information accompanying the financial statements, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to you in our engagement letter and in any meetings concerning planning matters.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management has the responsibility for selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the Foundation are described in Note 2 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended December 31, 2017. We noted no transactions entered into by the Foundation during the year that were both significant and unusual, or transactions for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting Estimates

Accounting estimates are an integral part of the financial statements and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was management's estimate of the functional allocation of expenses and the value of in-kind contributions. Management calculated the allocation of functional expenses based on costs associated with the programs and supporting services benefited. Management calculated the value of the in-kind contributions based on time allocation and advertising rates. We evaluated the key factors and assumptions used to develop the accounting estimates used in the financial statements and determined that they are reasonable in relation to the financial statements taken as a whole.

Disclosures

The disclosures in the financial statements are neutral, consistent, and clear. There are no financial statement disclosures that are particularly sensitive because of their significance to financial statement users.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. All misstatements corrected by management are shown on the attached schedule and represent those adjustments proposed by us, as directed by management, and were not detected as a result of audit procedures. We have distinguished between material and immaterial adjustments.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated July 13, 2018.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Foundation's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Foundation's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matter

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with generally accepted accounting principles, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Intended Use of this Letter

This information is intended solely for the information and use of the Board of Directors and management of the Foundation and is not intended to be and should not be used by anyone other than these specified parties.

Legacy Professionals LLP

Westchester, Illinois

July 13, 2018

Prepared by _____

**Academy of General Dentistry Foundation
Adjusting Journal Entries**

80401

Page 1

Reviewed by _____

<u>Reference</u>	<u>Type</u>	<u>Date Account Number</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>	<u>Net Income Effect</u>
AJE01	Adjusting	12/31/17				
		001-5940-901	Insurance	1,510.00		
		001-3110-000	Equity		1,510.00	
		001-3110-000	Equity	28,674.00		
		001-3210-000	Temp Restricted Equity		28,674.00	
						(1,510.00)
			(Expected, Material) To adjust beginning net asset balances.			
AJE02	Adjusting	12/31/17				
		001-5997-901	AGD Annual In-Kind Contribution	76,256.00		
		001-4997-901	AGD Annual In-Kind Contribution		76,256.00	
						0.00
			(Expected, Material) To record in-kind activity.			
		TOTAL		<u>106,440.00</u>	<u>106,440.00</u>	<u>(1,510.00)</u>

ACADEMY OF GENERAL DENTISTRY FOUNDATION

FINANCIAL STATEMENTS

DECEMBER 31, 2017

ACADEMY OF GENERAL DENTISTRY FOUNDATION

FINANCIAL STATEMENTS WITH SUPPLEMENTARY INFORMATION

DECEMBER 31, 2017 AND 2016

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REPORT OF INDEPENDENT AUDITORS

To the Board of Directors of
Academy of General Dentistry Foundation

Report on the Financial Statements

We have audited the accompanying financial statements of Academy of General Dentistry Foundation (the Foundation), which comprise the statements of financial position as of December 31, 2017 and 2016 and the related statements of activities and of cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

- 1 -

Opinion

In our opinion, the financial statements referred to in the first paragraph present fairly, in all material respects, the financial position of the Foundation as of December 31, 2017 and 2016, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matter

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying supplementary information on page 12 is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

We also have previously audited the financial statements of the Foundation as of and for the years ended December 31, 2015, 2014 and 2013, (none of which is presented herein), and we expressed unmodified opinions on those financial statements. Those audits were conducted for purposes of forming an opinion on the financial statements as a whole. The information on page 12 is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the December 31, 2015, 2014 and 2013 financial statements. The information has been subjected to the auditing procedures applied in the audit of those financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information on page 12 is fairly stated in all material respects in relation to the financial statements from which it has been derived.

Legacy Professionals LLP

Westchester, Illinois

July 13, 2018

ACADEMY OF GENERAL DENTISTRY FOUNDATION

STATEMENTS OF FINANCIAL POSITION

DECEMBER 31, 2017 AND 2016

	<u>2017</u>	<u>2016</u>
ASSETS		
Cash and cash equivalents	\$ 172,750	\$ 277,470
Pledges receivable	2,499	875
Investments	578,486	419,784
Prepaid expenses	<u>1,927</u>	<u>4,108</u>
Total assets	<u>\$ 755,662</u>	<u>\$ 702,237</u>
LIABILITIES AND NET ASSETS		
LIABILITIES		
Due to the Academy of General Dentistry	<u>\$ 116,808</u>	<u>\$ 128,915</u>
NET ASSETS		
Unrestricted	635,254	510,028
Temporarily restricted	<u>3,600</u>	<u>63,294</u>
Total net assets	<u>638,854</u>	<u>573,322</u>
Total liabilities and net assets	<u>\$ 755,662</u>	<u>\$ 702,237</u>

See accompanying notes to the financial statements.

ACADEMY OF GENERAL DENTISTRY FOUNDATION
STATEMENTS OF ACTIVITIES
YEARS ENDED DECEMBER 31, 2017 AND 2016

	2017			2016		
	Unrestricted	Temporarily Restricted	Total	Unrestricted	Temporarily Restricted	Total
SUPPORT AND REVENUE						
Contributions						
Individuals	\$ 66,842	\$ 15,000	\$ 81,842	\$ 22,719	\$ 10,579	\$ 33,298
Memorials	90	-	90	1,300	-	1,300
Oral cancer screening	-	50,000	50,000	-	60,000	60,000
In-kind contributions	76,256	-	76,256	76,314	-	76,314
Special events						
Silent auction	58,716	-	58,716	69,136	-	69,136
Administration						
Bank income	63	-	63	51	-	51
Miscellaneous	1,005	-	1,005	6,634	-	6,634
Net assets released from restrictions						
Expiration of time restrictions	124,694	(124,694)	-	41,905	(41,905)	-
Total support and revenue	<u>327,666</u>	<u>(59,694)</u>	<u>267,972</u>	<u>218,059</u>	<u>28,674</u>	<u>246,733</u>
EXPENSES						
Program						
Oral cancer screening	7,794	-	7,794	7,242	-	7,242
Educational scholarships	15,082	-	15,082	24,312	-	24,312
Foundation salaries and benefits reimbursed to The Academy of General Dentistry (AGD)	18,373	-	18,373	9,015	-	9,015
Total program expenses	<u>41,249</u>	<u>-</u>	<u>41,249</u>	<u>40,569</u>	<u>-</u>	<u>40,569</u>
Administrative						
Foundation salaries and benefits reimbursed to AGD	36,546	-	36,546	54,678	-	54,678
Board of directors meetings	18,554	-	18,554	12,422	-	12,422
Temporary staff	5,049	-	5,049	-	-	-
AGD accounting service fees	34,384	-	34,384	34,858	-	34,858
Audit fees	6,500	-	6,500	6,500	-	6,500
Other expenses	13,430	-	13,430	2,982	-	2,982
Employee travel	-	-	-	1,867	-	1,867
Miscellaneous meetings	69	-	69	1,529	-	1,529
Bank service fees	2,144	-	2,144	1,237	-	1,237
In-kind support from AGD	76,256	-	76,256	76,314	-	76,314
Total administrative expenses	<u>192,932</u>	<u>-</u>	<u>192,932</u>	<u>192,387</u>	<u>-</u>	<u>192,387</u>
Fundraising						
Silent auction	9,205	-	9,205	11,656	-	11,656
Annual campaign	1,500	-	1,500	81	-	81
Foundation salaries and benefits reimbursed to AGD	19,486	-	19,486	10,154	-	10,154
Total fundraising expenses	<u>30,191</u>	<u>-</u>	<u>30,191</u>	<u>21,891</u>	<u>-</u>	<u>21,891</u>
Total expenses	<u>264,372</u>	<u>-</u>	<u>264,372</u>	<u>254,847</u>	<u>-</u>	<u>254,847</u>
INCOME GAIN (LOSS) FROM OPERATIONS	<u>63,294</u>	<u>(59,694)</u>	<u>3,600</u>	<u>(36,788)</u>	<u>28,674</u>	<u>(8,114)</u>
INVESTMENT INCOME (LOSS)						
Interest and dividends on investments	21,807	-	21,807	11,353	-	11,353
Realized and unrealized gain on investments	45,620	-	45,620	15,554	-	15,554
Investment fees	(5,895)	-	(5,895)	(5,080)	-	(5,080)
Total investment income (loss)	<u>61,532</u>	<u>-</u>	<u>61,532</u>	<u>21,827</u>	<u>-</u>	<u>21,827</u>
CHANGE IN NET ASSETS	<u>125,226</u>	<u>(59,694)</u>	<u>65,532</u>	<u>(14,961)</u>	<u>28,674</u>	<u>13,713</u>
NET ASSETS						
Beginning of year	510,028	63,294	573,322	524,989	34,620	559,609
End of year	<u>\$ 635,254</u>	<u>\$ 3,600</u>	<u>\$ 638,854</u>	<u>\$ 510,028</u>	<u>\$ 63,294</u>	<u>\$ 573,322</u>

See accompanying notes to the financial statements.

ACADEMY OF GENERAL DENTISTRY FOUNDATION

STATEMENTS OF CASH FLOWS

YEARS ENDED DECEMBER 31, 2017 AND 2016

	<u>2017</u>	<u>2016</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 65,532	\$ 13,713
Adjustments to reconcile change in net assets to net cash provided by (used in) operating activities		
Net unrealized (gain) on investments	(45,620)	(15,554)
Effects of changes in operating assets and liabilities		
Pledges receivable	(1,624)	4,125
Prepaid expenses	2,181	(3,987)
Due to the Academy of General Dentistry	(12,107)	88,604
Accrued expenses	<u>-</u>	<u>(3,231)</u>
Net cash provided by operating activities	<u>8,362</u>	<u>83,670</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchases of investments	(191,189)	(145,648)
Sale of investments	<u>78,107</u>	<u>187,212</u>
Net cash provided by (used in) investing activities	<u>(113,082)</u>	<u>41,564</u>
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	(104,720)	125,234
CASH AND CASH EQUIVALENTS		
Beginning of year	<u>277,470</u>	<u>152,236</u>
End of year	<u>\$ 172,750</u>	<u>\$ 277,470</u>

See accompanying notes to the financial statements.

ACADEMY OF GENERAL DENTISTRY FOUNDATION

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2017 AND 2016

NOTE 1. GENERAL PURPOSE DESCRIPTION

Academy of General Dentistry Foundation (the Foundation) was established to improve the oral health of the public and support the efforts of general dentists through financial support of scientific, educational and charitable initiatives, which are delineated by The Academy of General Dentistry (AGD). The Foundation conducts its activities from offices in Chicago, Illinois.

The Foundation is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. In addition, the Foundation qualifies for the charitable contribution deduction under Section 170(b)(1)(A) and has been classified as a Foundation that is not a private foundation under Section 509(a)(2). The Foundation has no obligation for unrelated business income tax at December 31, 2017 and 2016.

Accounting principles generally accepted in the United States of America require the Foundation to evaluate tax positions taken by the Foundation and recognize a tax liability if the Foundation has taken an uncertain position that more likely than not would not be sustained upon examination by tax authorities. The Foundation is subject to routine audits by taxing jurisdictions; however, there are currently no audits for any tax periods in progress.

NOTE 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Method of Accounting - The accompanying financial statements are prepared on the accrual basis of accounting in accordance with generally accepted accounting principles.

Financial Statement Presentation - In order to conform to provisions of generally accepted accounting principles, the Foundation is required to report information regarding its financial position and activities in three classes of net assets: unrestricted net assets, temporarily restricted net assets and permanently restricted net assets. Net assets are generally reported as unrestricted unless assets are received from donors with explicit stipulations that limit the use of the asset.

Unrestricted - Unrestricted net assets are available to finance the general operations of the Foundation. The only limits on the use of unrestricted net assets are the broad limits resulting from the nature of the Foundation, the environment in which it operates and the purposes specified in its articles of incorporation.

NOTE 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Financial Statement Presentation (continued)

Temporarily Restricted - Temporarily restricted net assets result (a) from contributions and other inflows of assets, the use of which by the Foundation is limited by donor-imposed stipulations that either expire by passage of time or can be fulfilled and removed by action of the Foundation pursuant to those stipulations, (b) from other asset enhancements and diminishments subject to the same kinds of stipulations, and (c) from reclassifications to (or from) other classes of net assets as a consequence of donor-imposed stipulations, their expiration by passage of time or their fulfillment and removal by actions of the Foundation pursuant to those stipulations.

Permanently Restricted - Permanently restricted net assets (generally referred to as endowment funds) are assets that have donor-imposed restrictions that stipulate that the contributed resources be maintained permanently, but permit the organization to expend part or all of the income or other economic benefits derived from the donated assets. The Foundation has no permanently restricted net assets.

Cash and Cash Equivalents - The Foundation considers cash and cash equivalents to be amounts in a checking account and in a money market account, which are subject to immediate withdrawal.

Pledge Receivable - Unconditional promises to give are recognized as revenue in the period that the promises are received. Conditional promises to give are recognized when the conditions on which they depend are substantially met. Pledges receivable will be collected over a period no longer than one year. The Foundation consider pledges receivable to be fully collectible; accordingly no allowance for doubtful accounts is considered necessary. If amounts become uncollectible, they will be charged to operations when that determination is made.

Investments - The investments of the Foundation are reported at fair value. The fair value of a financial instrument is the amount that would be received to sell that asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date (the exit price).

Purchases and sales of the investments are reflected on a trade-date basis. Dividend income is recorded on the ex-dividend date. Interest income is recorded on the accrual basis.

Support and Revenue - Contributions received are recorded as unrestricted, temporarily restricted or permanently restricted support depending on the existence and/or nature of any donor restrictions.

Donor-restricted support is reported as an increase in temporarily or permanently restricted net assets depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statements of activities as net assets released from restrictions. Temporarily restricted contributions, for which the purpose is accomplished in the same year, are classified as unrestricted contributions in the financial statements.

NOTE 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Contributions In-kind and Contributed Services - Material contributions in-kind received by the Foundation (e.g., printing, services, etc.) are recorded as income and expense at the time the items are placed into service or distributed.

Contributed services are reported as contributions at their fair value if such services create or enhance nonfinancial assets, would have been purchased if not provided by the contribution, require specialized skill, and are provided by individuals possessing such specialized skills.

Functional Expenses - The cost of providing various program and supporting services have been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

Estimates - The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures in the financial statements. Actual results could differ from those estimates.

Subsequent Events - Subsequent events have been evaluated through July 13, 2018, which is the date the financial statements were available to be issued.

NOTE 3. TEMPORARILY RESTRICTED NET ASSETS

Temporarily restricted net assets are available for purposes or periods as follows:

	<u>2017</u>	<u>2016</u>
Programs - time restrictions	\$ -	\$ 10,579
Programs - purpose restrictions	<u>3,600</u>	<u>52,715</u>
Total	<u>\$ 3,600</u>	<u>\$ 63,294</u>

NOTE 3. TEMPORARILY RESTRICTED NET ASSETS (CONTINUED)

Net assets were released from donor restrictions by incurring expenses satisfying the restricted purpose or by occurrence of other events specified by the donor as follows:

	<u>2017</u>	<u>2016</u>
Programs - time/purpose restrictions	<u>\$ 124,694</u>	<u>\$ 41,905</u>

NOTE 4. CONCENTRATION OF CASH

Cash consists of monies held in a checking account and a money market account without significant withdrawal restrictions. The Foundation places its cash with financial institutions deemed to be creditworthy. Balances are insured by FDIC up to \$250,000 per financial institution. Balances may at times exceed insured limits.

NOTE 5. INVESTMENTS

The composition of investments held by the Foundation at December 31, 2017 and 2016 are summarized below:

	<u>2017</u>	<u>2016</u>
Mutual funds	\$ 415,089	\$ 342,566
Exchange-traded funds	113,398	77,218
Certificates of Deposit	<u>49,999</u>	<u>-</u>
Total	<u>\$ 578,486</u>	<u>\$ 419,784</u>

NOTE 6. FAIR VALUE MEASUREMENTS

The *Fair Value Measurements and Disclosures* Topic of the FASB Accounting Standards Codification established a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements). The three levels of the fair value hierarchy are described following.

Basis of Fair Value Measurement

Level 1	Unadjusted quoted prices in active markets that are accessible at the measurement date for identical, unrestricted assets or liabilities
Level 2	Quoted prices in markets that are not considered to be active or financial instruments for which all significant inputs are observable, either directly or indirectly
Level 3	Prices or valuations that require inputs that are both significant to the fair value measurement and unobservable

The following tables set forth by level within the fair value hierarchy, the Foundation's investment assets at fair value as of December 31, 2017 and 2016. As required, assets and liabilities are classified in their entirety based on the lowest level of input that is significant to the fair value measurement.

		<u>Fair Value Measurements at 12/31/17 Using</u>		
		<u>Quoted Prices</u>		
		<u>in Active</u>	<u>Significant</u>	<u>Significant</u>
		<u>Markets for</u>	<u>Other</u>	<u>Unobservable</u>
		<u>Identical</u>	<u>Observable</u>	<u>Inputs</u>
		<u>Assets</u>	<u>Inputs</u>	<u>Inputs</u>
		<u>(Level 1)</u>	<u>(Level 2)</u>	<u>(Level 3)</u>
	<u>Total</u>			
Mutual funds				
Equity	\$ 415,089	\$ 415,089	\$ -	\$ -
Exchange-traded funds				
Equity	113,398	113,398	-	-
Certificates of Deposit	49,999	-	49,999	-
Total	<u>\$ 578,486</u>	<u>\$ 528,487</u>	<u>\$ 49,999</u>	<u>\$ -</u>

NOTE 6. FAIR VALUE MEASUREMENTS (CONTINUED)

	Fair Value Measurements at 12/31/16 Using			
	Total	Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
Mutual funds				
Equity	\$ 342,566	\$ 342,566	\$ -	\$ -
Exchange-traded funds				
Equity	<u>77,218</u>	<u>77,218</u>	<u>-</u>	<u>-</u>
Total	<u>\$ 419,784</u>	<u>\$ 419,784</u>	<u>\$ -</u>	<u>\$ -</u>

Level 1 Measurements

The fair values of the mutual funds and exchange-traded funds are determined by reference to the funds' underlying assets, which are principally marketable equity. Shares held in the mutual and exchange-traded funds are traded on national securities exchanges and are valued at the net asset value on the last business day of each period presented.

Level 2 Measurements

Certificates of deposit are valued at cost which approximates their fair value.

NOTE 7. RELATED PARTY TRANSACTIONS

The Foundation is affiliated with AGD. The Foundation received in-kind support from AGD of \$76,256 and \$76,314 for the years ended December 31, 2017 and 2016, respectively.

AGD advances funds on behalf of the Foundation for various Foundation expenses and holds revenue from various agreements. The Foundation owed AGD \$116,808 and \$128,915 at December 31, 2017 and 2016, respectively.

NOTE 8. CONCENTRATIONS

Approximately 28% and 31% of the Foundation's support and revenue for the years ended December 31, 2017 and 2016, respectively, were from AGD.

SUPPLEMENTARY INFORMATION

ACADEMY OF GENERAL DENTISTRY FOUNDATION
FIVE YEAR SUMMARY OF OPERATIONS

	2017	2016	2015	2014	2013
SUPPORT AND REVENUE					
Contributions					
Corporate	\$ -	\$ -	\$ 35,000	\$ 16,000	\$ 13,600
Individuals	81,842	33,298	40,335	33,371	37,677
Memorials	90	1,300	200	-	-
Oral cancer screening	59,000	60,000	30,000	51,000	-
Outreach	-	-	-	-	-
In-kind contributions	76,256	76,314	62,300	58,800	80,600
Special events					
Fun run and walk	-	-	12,405	5,000	38,805
Silent auction	58,716	69,136	36,445	58,296	78,724
Administration					
Bank income	63	51	34	155	600
Miscellaneous	1,005	6,634	233	5,386	300
Total support and revenue	<u>267,972</u>	<u>246,733</u>	<u>216,952</u>	<u>228,008</u>	<u>250,306</u>
EXPENSES					
Program					
Oral cancer screening	7,794	7,242	7,299	18,565	-
Outreach	-	-	-	-	114
Educational scholarships	15,082	24,312	20,000	18,300	25,000
Foundation salaries and benefits reimbursed to The Academy of General Dentistry (AGD)	18,373	9,015	9,001	-	-
Sponsorship	-	-	-	-	10,000
Special Olympics Special Smiles	-	-	-	126	-
Total program expenses	<u>41,249</u>	<u>40,569</u>	<u>36,300</u>	<u>36,991</u>	<u>35,114</u>
Administrative					
Foundation salaries and benefits reimbursed to AGD	36,546	54,678	53,998	71,137	98,805
Board of directors meetings	18,554	12,422	12,352	18,537	20,200
Temporary staff	5,049	-	-	450	-
AGD accounting service fees	34,384	34,858	34,083	32,781	27,882
Audit fees	6,500	6,500	6,000	5,750	5,500
Other expenses	13,430	2,982	5,737	3,388	7,027
Employee travel	-	1,867	1,752	816	3,573
Miscellaneous meetings	69	1,529	-	-	-
Bank service fees	2,144	1,237	1,448	3,712	2,860
In-kind support from AGD	76,256	76,314	62,300	58,800	80,600
Total administrative expenses	<u>192,932</u>	<u>192,387</u>	<u>177,670</u>	<u>195,371</u>	<u>246,447</u>
Fundraising					
Fun run and walk	-	-	16,731	20	18,248
Silent auction	9,205	11,656	1,576	7,660	3,829
Annual campaign	1,500	81	1,985	121	5,855
Foundation salaries and benefits reimbursed to AGD	19,486	10,154	9,950	-	-
Total fund raising expenses	<u>30,191</u>	<u>21,891</u>	<u>30,242</u>	<u>7,801</u>	<u>27,932</u>
Total expenses	<u>264,372</u>	<u>254,847</u>	<u>244,212</u>	<u>240,163</u>	<u>309,493</u>
INCOME (LOSS) FROM OPERATIONS	<u>3,600</u>	<u>(8,114)</u>	<u>(27,260)</u>	<u>(12,155)</u>	<u>(59,187)</u>
INVESTMENT INCOME (LOSS)					
Interest and dividends on investments	21,807	11,353	33,561	24,813	-
Realized and unrealized gain (loss) on investments	45,630	15,554	(41,361)	(12,070)	-
Investment fees	(5,495)	(3,080)	(5,091)	(3,396)	-
Total investment income (loss)	<u>61,932</u>	<u>21,827</u>	<u>(12,891)</u>	<u>9,347</u>	<u>-</u>
CHANGE IN NET ASSETS	<u>65,532</u>	<u>13,713</u>	<u>(40,151)</u>	<u>(2,808)</u>	<u>(59,187)</u>
NET ASSETS					
Beginning of year	<u>573,322</u>	<u>559,609</u>	<u>599,760</u>	<u>602,568</u>	<u>661,755</u>
End of year	<u>\$ 638,854</u>	<u>\$ 573,322</u>	<u>\$ 559,609</u>	<u>\$ 599,760</u>	<u>\$ 602,568</u>

Audit Committee Annual Report

The Audit Committee is appointed by the President under direction of the Board and has responsibility for:

1. Monitoring the integrity of the financial statements and internal controls of the AGD via the audit process.
2. Oversight of the AGD's external auditors.
3. Mediation of disagreements between management and the auditors regarding financial reporting.
4. The determination of the independence of the external auditors.

The Audit Committee should be fully independent. "Independent" means that none of the members of the Audit Committee are part of the management team, and the Committee is free to act in its oversight functions throughout the organization without undue outside influence or coercion.

The Audit Committee shall be composed of three members:

- One member serves as chair as appointed by the President.
- One member must have expertise to serve as the financial and accounting expert on the committee.
- One member must be knowledgeable about AGD structure and functions and in the areas of internal controls, compliance, ethics and management.

The Treasurer; Executive Director; Chief Financial Officer; and AGDF Secretary/Treasurer shall serve as consultants to this Committee and be present at each meeting as directed by the chair.

The Audit Committee shall have the authority to retain special legal, accounting or other consultants to advise the Committee. The Audit Committee may request any officer or employee of the AGD or the AGD's outside counsel or external auditor to attend a meeting of the committee or to meet with any member of, or consultant to, the committee. However, any needs of the committee that would result in financial obligation to the AGD outside of that which is already budgeted to this committee would have to be reviewed and accepted by the Board or Executive Committee prior to the obligation. The Audit Committee may seek any information it requires from employees of the AGD – all of whom are directed to cooperate with the committee's requests.

The Audit Committee shall report to the Board at least twice annually. If deemed necessary, the Audit Committee may also report directly to the House of Delegates.

Responsibilities of the Audit Committee include:

1. Review and reassess the adequacy of this Charge annually and recommend any proposed changes to the Board for approval.

- 1 2. Review the Code of Conduct and Whistleblower Policies annually and recommend any
2 proposed changes to the Board for approval.
- 3 3. Review the annual audited financial statements with management, including major issues
4 regarding accounting and auditing principles and practices as well as the adequacy of
5 internal controls that could significantly affect the AGD's financial statements.
- 6 4. Review major changes to the AGD's auditing and accounting principles and practices as
7 suggested by the external auditor or management.
- 8 5. Direct the appointment of the external auditing firm, which is ultimately accountable to
9 the Audit Committee.
- 10 6. Approve the fees to be paid to the external auditor subject to Board approval.
- 11 7. Approve the annual Audit Scope.
- 12 8. Review with the external auditor, any problems or difficulties the auditor may have
13 encountered and any management letter provided by the auditor and the AGD's response
14 to that letter. Such review should include:
 - 15 A. Any difficulties encountered in the course of the audit work, including any
16 restrictions on the scope of activities or access to required information
 - 17 B. Any disagreements between management and the external auditors that
18 need to be mediated by the Audit Committee.
- 19 9. Pre-approve services to be performed by the AGD's external auditors. The
20 responsibilities of pre-approval may be designated to one member of the Audit
21 Committee who, after giving such pre-approval, must report to the full committee.
- 22 10. Review any and all reports issued by the external auditors, with respect to the AGD's
23 financial statement and critical accounting policies
- 24 11. Review with staff liaison and management the process for communicating the Code of
25 Conduct to AGD personnel, volunteers, and the Board and monitoring compliance
26 therewith.
- 27 12. Receive updates from management and AGD legal counsel regarding compliance matters
28 and/or any significant risks or exposures facing the organization.
- 29 13. Establish a process for receiving, processing, tracking, communicating, and investigating
30 reports of concerns regarding questionable accounting, internal controls, or audit matters,
31 or fraud, or Code of Conduct.
- 32 14. Review the AGD's internal control system including information technology security and
33 control.
- 34 15. Discuss with management the AGD's policies with respect to risk assessment and risk
35 management.
- 36 16. Review with each public accounting firm that performs an audit:
 - 37 A. All critical accounting policies and practices used by the organization
 - 38 B. All alternative treatments of financial information within generally
39 accepted accounting principles that have been discussed with management
40 of the organization, the ramifications of each alternative, and the treatment
41 preferred by the organization.
- 42 17. Inquire of the Executive Director and Chief Financial Officer regarding the sources of
43 support and revenue of the organization from a subjective as well as an objective
44 standpoint.

- 1 18. Review with management the policies and procedures with respect to officers, key
2 employees (Executive Director, and Chief Financial Officer), disqualified persons as
3 defined by the IRS, expense accounts, and perks, including excess benefit transactions.
4 19. Conduct executive sessions with the outside auditors on an annual basis and with the
5 Executive Director, Chief Financial Officer or legal counsel as desired by the committee.
6

7 While the Audit Committee has the responsibilities and powers set forth in this Charge, it is not
8 the duty of the Audit Committee to plan or conduct audits or to determine that AGD's financial
9 statements are complete and accurate and are in accordance with generally accepted accounting
10 principles. This is the responsibility of management and the independent auditor.
11

12 To adhere to the Sunset Review Process and Schedule outlined in Policy Type V.: Board Policy
13 Statements.
14

15 Each Council and Committee shall evaluate the revenues and expenses of all its programs and
16 services annually as part of the budget process. Additionally, each Council and Committee shall
17 provide a complete revenue and expense analysis to the Board at the Board Meeting IV at least
18 every three years, beginning 2019.
19

20 AGD staff will send out to each council, committee, or other agency member along with any
21 member collaborating on any AGD business the Code of Conduct form to be completed by said
22 individual at the beginning of each governance year. Each covered individual will submit to
23 their staff liaison an accurately completed form, including particular attention paid to any
24 companies that may have remunerated said covered individual and subsequently reported such
25 remuneration to the federal government's reporting structure under the Sunshine Act. The staff
26 liaison will compile all of their individual's forms, and share them with their chairperson and
27 also the executive office staff, who will in turn, forward them to the Audit Committee for further
28 review.
29

30 **Highlights of the Year**

- 31 • Review of the audit for 2017
32

33 **Report of the Audit Committee**

34

35 The Audit Committee met twice during the year with a conference call on January 18, 2018 to
36 discuss the 2017 audit process and an in-person meeting on May 24, 2018 to review the 2017
37 audit results. The auditors from Legacy Professionals were present at both meetings to lead the
38 committee through the 2017 audit process and results. As a result of the audit, Legacy
39 Professionals has issued the following two reports which are also being presented to the Board:
40

- 41 1. SAS 114 Letter (Conduct of Audit)
- 42 2. December 31, 2017 and 2016 Financial Statements
43

44 The committee was satisfied with the audit process and the results of the audit. It is notable that
45 there were no audit adjustments nor comments to disclose.

1
2 The committee also met privately with the auditors in an executive session.

3
4 The committee recommended retention of Legacy Professionals for another year as RFP's were
5 completed in 2016. Yearly evaluations will be completed after each audit process.

6
7 In addition to the audit process, the committee also reviewed its charge, the code of conduct
8 policy and the whistleblower policy. The committee also reviewed the conflict of interest
9 disclosures and followed up as needed.

10 11 **Audited Financial Statement Report**

12 13 **Independent Auditors Report (Page 1)**

14 Legacy Professionals has issued an unqualified opinion stating the financial statements as of
15 December 31, 2017 and 2016 are presented fairly and in conformity with generally accepted
16 accounting principles.

17 18 **Statements of Financial Position (Page 3)**

19
20 The Statements of Financial Position as of December 31, 2017 show total assets of \$31,419,413,
21 an increase of \$4,458,679 from total assets at December 31, 2016. Significant changes are
22 detailed below:

- 23
24 • Cash and cash equivalents increased by \$4,320,331, a portion of the investments were
25 liquidated and was held in the investment cash accounts. The increase is also due to the
26 timing of collection of dues versus 2016.
- 27 • Investments (non-cash) increased by \$411,781 from 2016. Investment gain for the twelve
28 months ended December 31, 2017 was 14.98%.
- 29 • Property and equipment – decreased by \$257,891 as a result of more assets placed in
30 service in 2017.

31
32 Total liabilities were \$9,845,526, an increase of \$2,284,523 compared to December 31, 2016.
33 Significant changes were:

- 34
35 • Deferred revenue increased by \$1,963,360 from prepayment of membership dues for the
36 upcoming year.
- 37 • Loans payable decreased by \$432,000 from annual principal payments made on the
38 mortgage.
- 39 • Amounts held for others increased by \$602,336 as a result of the timing of receipt of
40 Constituent dues.

41
42 The reserve ratio as of December 31, 2017 was 100.6%.

43 44 **Statements of Activities (Page 4)**

1 The Statements of Activities report revenue and expense information for all programs of the
2 AGD. The statements reflect not only the operating activities of the AGD reported throughout
3 the year, but also the financial results of the investment activities. Additional financial
4 information is disclosed in the Notes to Financial Statements.

5
6 *Revenue* - For the year ended December 31, 2017, total revenues were \$13,987,755, \$209,321
7 better than 2016 and 7% unfavorable compared to budget. Significant changes were:

- 8
- 9 • Membership dues revenue decreased by \$61,392 as a result of a decline in membership.
- 10 • Communications revenue decreased by \$206,788 due to the drop in membership and less
11 advertising sales.
- 12 • Partnership administration income increased by \$136,934. Partnership amounts are
13 allocated amongst other programs based on what partners decide to support.
- 14 • Other revenues increased by \$184,036 due to real estate tax reimbursements from BBBS
15 as they are no longer exempt from property taxes.
- 16

17 *Expenses* - Total expenses for the year ended were \$13,843,500, \$409,771 increase than 2016
18 and 7% favorable compared to budget. Significant changes were:

- 19
- 20 • Constituent Services decreased by \$122,227 due to the bi-ennial Leadership Symposium
21 being held in 2016.
- 22 • Communications increased by \$210,277 due to increased expenses in printing,
23 promotions, advertising and postage; 2017 was the rebranding year for the Website.
- 24 • Scientific Session increased by \$102,937 in audiovisual, food and beverage, and speaker
25 honorarium expenses. Scientific Session expenses are impacted by venue location.
- 26 • Administrative Overhead increased by \$170,732 due to costs for the search and
27 retainment of the Executive Director position in 2016 for an outside firm, partially offset
28 by bonus dollars received when the search came in-house. The timing of dues payments
29 received in 2017 also increases credit card fees. Depreciation expense is also higher,
30 due to more assets placed in service from 2016.
- 31

32 *Income from operations* – With total revenue of \$13,987,755, and total expenses of \$13,843,500,
33 income from operations for the year ended December 31, 2017 was \$144,255, \$200,450 less than
34 2016.

35
36 *Investment income (loss)* - For the year ended December 31, 2017, there was a net gain on
37 investments of \$2,011,783 or 14.98% compared to a gain on investments of \$1,468,668 or 8.21%
38 in 2016.

39
40 *Advocacy fund contributions* - For the year ended December 31, 2017, advocacy fund
41 contributions totaled \$41,489, and the advocacy fund expenditures were \$23,371, for a net
42 increase of \$18,118 in the advocacy fund.

1 *Change in net assets* – With income from operations of \$144,255, the investment gain of
2 \$2,011,783, and the advocacy fund net increase of \$18,118, the change in net assets was an
3 increase of \$2,174,156.
4

5 **Statement of Cash Flows (Page 5)**

6 The Statements of Cash Flows details the cash inflows and outflows of the AGD. Cash provided
7 by operating activities for the year ended December 31, 2017 was \$3,843,779. Investing
8 activities provided cash of \$908,552. Cash used by financing activities was \$432,000. The
9 combination of operating activities, investing activities and financing activities resulted in a cash
10 increase of \$4,320,331.
11

12 **Schedules of Revenue and Expenses (Pages 15-18)**

13 These schedules provide more details about revenue and expenses.
14

15 The audit also provides us the opportunity to get feedback from the auditors on their interactions
16 with the staff and their impressions of the operations of the AGD.
17

18 Respectfully Submitted,
19

20 Dr. Carl Vorhies, Chair

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21 Dr. Lou Boryc

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25 Christa Ojeda, Chief Financial Officer (Consultant)

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26
27 **Responsible Committee Chair and Staff Liaison**

28 **Carl B. Vorhies, DDS, MAGD**

29 **Chair, Audit Committee**

30 **503.292.0442**

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32

33 Christa Ojeda, CPA

34 Chief Financial Officer

35 312.440.4315

36 **Christa.Ojeda@agd.org**
37



To the Board of Trustees of
The Academy of General Dentistry

We have audited the financial statements of The Academy of General Dentistry (AGD) for the year ended December 31, 2017, and have issued our report thereon dated July 13, 2018. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility Under Auditing Standards Generally Accepted in the United States of America

As stated in our engagement letter dated November 21, 2017, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

As part of our audit, we considered the internal controls of AGD. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal controls.

Our responsibility for the supplementary information accompanying the financial statements, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to you in our engagement letter and in any meetings concerning planning matters.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management has the responsibility for selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by AGD are described in Note 2 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended December 31, 2017. We noted no transactions entered into by the AGD during the year that were both significant and unusual, or transitions for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting Estimates

Accounting estimates are an integral part of the financial statements and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was management's estimate of the functional allocation of expenses. Management calculated the allocation of functional expenses based on costs associated with the programs and supporting services benefited. We evaluated the key factors and assumptions used to develop the accounting estimates used in the financial statements and determined that they are reasonable in relation to the financial statements taken as a whole.

Disclosures

The disclosures in the financial statements are neutral, consistent, and clear. There are no financial statement disclosures that are particularly sensitive because of their significance to financial statement users.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting or auditing matter that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated July 13, 2018.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the AGD's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the AGD's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matter

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with generally accepted accounting principles, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Intended Use of this Letter

This information is intended solely for the information and use of the Board of Trustees and management of AGD and is not intended to be and should not be used by anyone other than these specified parties.

Legacy Professionals LLP

Westchester, Illinois

July 13, 2018

THE ACADEMY OF GENERAL DENTISTRY

FINANCIAL STATEMENTS

DECEMBER 31, 2017

THE ACADEMY OF GENERAL DENTISTRY
FINANCIAL STATEMENTS WITH SUPPLEMENTARY INFORMATION
DECEMBER 31, 2017 AND 2016

CONTENTS

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REPORT OF INDEPENDENT AUDITORS

To the Board of Trustees of
The Academy of General Dentistry

Report on the Financial Statements

We have audited the accompanying financial statements of The Academy of General Dentistry (AGD), which comprise the statements of financial position as of December 31, 2017 and 2016 and the related statements of activities and of cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

- 1 -

Opinion

In our opinion, the financial statements referred to in the first paragraph present fairly, in all material respects, the financial position of The Academy of General Dentistry as of December 31, 2017 and 2016, and the changes in its net assets and its cash flows for the years then ended, in accordance with accounting principles generally accepted in the United States of America.

Other Matter

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying supplementary information on pages 15 through 18 is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audits of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

We also have previously audited the financial statements of AGD as of and for the years ended December 31, 2015, 2014, and 2013 (none of which is presented herein), and we expressed unmodified opinions on those financial statements. Those audits were conducted for purposes of forming an opinion on the financial statements as a whole. The information on page 18 is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the December 31, 2015, 2014, and 2013 financial statements. The information has been subjected to the auditing procedures applied in the audits of those financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information on page 18 is fairly stated in all material respects in relation to the financial statements from which it has been derived.

Legacy Professionals LLP

Westchester, Illinois

July 13, 2018

THE ACADEMY OF GENERAL DENTISTRY

STATEMENTS OF FINANCIAL POSITION

DECEMBER 31, 2017 AND 2016

	<u>2017</u>	<u>2016</u>
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	\$ 9,422,269	\$ 5,101,938
Accounts receivable - net of allowance for doubtful accounts of \$1,881 in 2017 and \$1,843 in 2016	341,607	290,274
Prepaid expenses and other current assets	<u>468,516</u>	<u>555,731</u>
Total current assets	<u>10,232,392</u>	<u>5,947,943</u>
OTHER ASSETS		
Investments	12,600,387	12,188,606
Deferred compensation obligation - investments	221,399	223,625
Deferred rent	22,566	-
Property and equipment - net	<u>8,342,669</u>	<u>8,600,560</u>
Total other assets	<u>21,187,021</u>	<u>21,012,791</u>
Total assets	<u>\$ 31,419,413</u>	<u>\$ 26,960,734</u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable	\$ 448,284	\$ 395,100
Amounts held for others	868,681	266,345
Accrued expenses		
Salaries	205,237	129,641
Other	680,399	656,126
Deferred revenue	<u>5,198,526</u>	<u>3,235,166</u>
Total current liabilities	<u>7,401,127</u>	<u>4,682,378</u>
LONG-TERM LIABILITIES		
Deferred compensation obligation	221,399	223,625
Loans payable	<u>2,223,000</u>	<u>2,655,000</u>
Total long-term liabilities	<u>2,444,399</u>	<u>2,878,625</u>
Total liabilities	<u>9,845,526</u>	<u>7,561,003</u>
NET ASSETS		
Unrestricted	21,342,433	19,186,395
Temporarily restricted (Advocacy fund)	<u>231,454</u>	<u>213,336</u>
Net assets	<u>21,573,887</u>	<u>19,399,731</u>
Total liabilities and net assets	<u>\$ 31,419,413</u>	<u>\$ 26,960,734</u>

See accompanying notes to financial statements.

THE ACADEMY OF GENERAL DENTISTRY

STATEMENTS OF ACTIVITIES

YEARS ENDED DECEMBER 31, 2017 AND 2016

	<u>2017</u>	<u>2016</u>
UNRESTRICTED		
REVENUE		
Membership	\$ 8,937,034	\$ 8,998,426
AGD Benefits Plus royalty income	606,461	529,824
Partnerships administration	406,065	269,131
Communications	1,013,372	1,220,160
Dental education	1,202,208	1,128,575
Scientific session formerly annual meeting	1,468,835	1,462,574
Other revenues	<u>353,780</u>	<u>169,744</u>
Total revenue	<u>13,987,755</u>	<u>13,778,434</u>
EXPENSES		
Membership	1,471,259	1,529,887
AGD Benefits Plus	15,644	32,947
Partnerships administration	101,876	114,024
Constituent services	272,939	395,166
Communications	1,892,052	1,681,775
Dental education	1,175,282	1,110,016
Scientific session formerly annual meeting	1,479,467	1,376,530
Public affairs	904,827	869,748
Councils and committees	342,670	393,154
Governance	1,091,158	1,004,888
Administrative overhead (see page 17)	<u>5,096,326</u>	<u>4,925,594</u>
Total expenses	<u>13,843,500</u>	<u>13,433,729</u>
CHANGE IN UNRESTRICTED NET ASSETS FROM OPERATIONS	<u>144,255</u>	<u>344,705</u>
INVESTMENT INCOME (LOSS)		
Interest and dividends on investments	368,069	233,097
Realized gain/(loss) on sales of investments	694,338	(289,718)
Unrealized gain on investments	968,201	1,197,834
Investment fees	<u>(18,825)</u>	<u>(17,250)</u>
Total investment income	<u>2,011,783</u>	<u>1,123,963</u>
CHANGE IN UNRESTRICTED NET ASSETS	<u>2,156,038</u>	<u>1,468,668</u>
TEMPORARILY RESTRICTED NET ASSETS - ADVOCACY FUND		
Fund contributions	41,489	32,173
Net assets released from restrictions	<u>(23,371)</u>	<u>(1,437)</u>
CHANGE IN TEMPORARILY RESTRICTED NET ASSETS	<u>18,118</u>	<u>30,736</u>
CHANGE IN NET ASSETS	2,174,156	1,499,404
NET ASSETS		
Beginning of year	<u>19,399,731</u>	<u>17,900,327</u>
End of year	<u>\$ 21,573,887</u>	<u>\$ 19,399,731</u>

See accompanying notes to financial statements.

THE ACADEMY OF GENERAL DENTISTRY

STATEMENTS OF CASH FLOWS

YEARS ENDED DECEMBER 31, 2017 AND 2016

	<u>2017</u>	<u>2016</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 2,174,156	\$ 1,499,404
Adjustments to reconcile change in net assets to net cash provided by (used in) operating activities		
Depreciation and amortization	600,097	510,546
Net realized (gain) loss on sale of investments	(694,338)	289,718
Net unrealized (gain) on investments	(968,201)	(1,197,834)
Bad debt expense	39	-
Effects of changes in operating assets and liabilities		
Accounts receivable - net	(51,372)	84,700
Prepaid expenses and other current assets	87,215	(192,970)
Deferred rent	(22,566)	-
Accounts payable	53,184	155,198
Amounts held for others	602,336	(389,012)
Accrued expenses	99,869	168,055
Deferred revenue	<u>1,963,360</u>	<u>(1,699,131)</u>
Net cash provided by (used in) operating activities	<u>3,843,779</u>	<u>(771,326)</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of property and equipment	(342,206)	(1,179,287)
Proceeds from sale of investments	8,399,431	2,902,288
Purchases of investments	<u>(7,148,673)</u>	<u>(2,953,230)</u>
Net cash provided by (used in) investing activities	<u>908,552</u>	<u>(1,230,229)</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Payments on loans	<u>(432,000)</u>	<u>(755,000)</u>
Net cash (used in) financing activities	<u>(432,000)</u>	<u>(755,000)</u>
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	4,320,331	(2,756,555)
CASH AND CASH EQUIVALENTS		
Beginning of year	<u>5,101,938</u>	<u>7,858,493</u>
End of year	<u>\$ 9,422,269</u>	<u>\$ 5,101,938</u>
SUPPLEMENTAL DISCLOSURES		
Cash paid for interest	<u>\$ 71,229</u>	<u>\$ 82,177</u>

See accompanying notes to financial statements.

THE ACADEMY OF GENERAL DENTISTRY

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2017 AND 2016

NOTE 1. NATURE OF THE ORGANIZATION

The Academy of General Dentistry (AGD) is an association whose members are general practitioners of dentistry, primarily in the United States and Canada. AGD was incorporated on August 2, 1952, in the State of Illinois as a not-for-profit corporation. AGD's core purpose is to advance the value and excellence of general dentistry. AGD conducts its activities from offices in Chicago, Illinois.

AGD is a tax-exempt organization as defined by Section 501(c)(6) of the Internal Revenue Code. However, AGD is liable for taxes on any unrelated business net income. For the years ended December 31, 2017 and 2016, no taxes are due.

Accounting principles generally accepted in the United States of America require AGD to evaluate tax positions taken by AGD and recognize a tax liability if AGD has taken an uncertain position that more likely than not would not be sustained upon examination by tax authorities. AGD is subject to routine audits by taxing jurisdictions; however, there are currently no audits for any tax periods in progress.

NOTE 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Method of Accounting - The financial statements are prepared on the accrual basis of accounting in accordance with generally accepted accounting principles.

Financial Statement Presentation - In order to conform to provisions of generally accepted accounting principles, AGD is required to report information regarding its financial position and activities in three classes of net assets: unrestricted net assets, temporarily restricted net assets and permanently restricted net assets. Net assets are generally reported as unrestricted unless assets are received from donors with explicit stipulations that limit the use of the asset. There were no permanently restricted net assets at December 31, 2017 and 2016.

Unrestricted Net Assets - Unrestricted net assets are available to finance the general operations of the AGD. The only limits on the use of unrestricted net assets are the broad limits resulting from the nature of AGD, the environment in which it operates and the purposes specified in its articles of incorporation.

Temporarily Restricted Net Assets - Temporarily restricted net assets are assets received from donors with explicit stipulations that limit the use of the asset. At December 31, 2017 and 2016, AGD had \$231,454 and \$213,336 respectively, of temporarily restricted net assets, consisting entirely of donor contributions made to the Advocacy Fund.

NOTE 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Advocacy Fund - AGD administers a program to promote and represent the dentistry profession and the interests of general dentist members. Donations not only help to further define AGD as the voice of general dentistry by allowing for increased advocacy efforts, but they also boost recognition among the public and other dental professions of general dentists as the primary oral health caregiver. Contributions to this Fund are restricted for this use.

Cash and Cash Equivalents - AGD considers all liquid investments, including amounts invested in money market instruments, with a maturity of three months or less when purchased to be cash equivalents. AGD maintains its cash and cash equivalents on deposit with various financial institutions and investment companies, which at times may exceed federally insured limits.

Investments - The investments of AGD are reported at fair value. The fair value of a financial instrument is the amount that would be received to sell that asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date (the exit price).

Purchases and sales of the investments are reflected on a trade-date basis. Dividend income is recorded on the ex-dividend date. Interest income is recorded on the accrual basis.

Accounts Receivable - Accounts receivable are uncollateralized customer obligations which generally require payment within 30 days from the invoice date. Accounts receivable are stated at the invoice amount. Payments of accounts receivable are applied to the specific invoices identified on the customer's remittance advice.

The carrying amount of accounts receivable is reduced by a valuation allowance that reflects management's best estimate of amounts that will not be collected. Management reviews individual accounts receivable balances based on an assessment of current creditworthiness, and estimates the portion, if any, of the balance that will not be collected. All accounts or portions thereof deemed to be uncollectible or to require an excessive collection cost are written off to the allowance for doubtful accounts.

Property and Equipment - Property and equipment are carried at cost. Property and equipment are depreciated on the straight-line method over its estimated useful life, which ranges from three to five years for furniture and equipment to thirty-nine years for the building. Amortization of leasehold improvements is provided over the lesser of the term of the respective lease or the estimated useful life of the improvements, which range from ten to fifteen years.

Revenue Recognition - AGD records dues payments received as deferred revenue and recognizes membership dues revenue ratably throughout the membership year, which is the calendar year. AGD recognizes subscription revenue over the subscription period and advertising revenue when publications are issued. At year-end, deferred revenue represents that portion of membership dues which applies to future years and subscription and advertising revenue applicable to future issues.

Advertising - AGD expenses advertising costs as incurred and were approximately \$94,000 and \$182,000 for the years ended December 31, 2017 and 2016, respectively.

NOTE 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Estimates - The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from these estimates.

Reclassifications - Certain reclassifications have been made to prior year amounts to conform to the current year presentation.

Subsequent Events - Subsequent events have been evaluated through July 13, 2018, which is the date the financial statements were available to be issued.

NOTE 3. FOREIGN CURRENCY RISK

Foreign currency risk is the risk of loss arising from changes in currency exchange rates. All foreign currency-denominated investments held by AGD are in foreign cash and included with cash and cash equivalents. AGD's exposure to foreign currency risk at December 31, 2017 and 2016 are as follows:

<u>Canadian Currency Activity</u>	<u>Fair Value</u>
Canadian account - beginning of year	\$ 662,093
Revenue	763,220
Expenses	(182,776)
Transfer to U.S. cash account	(853,949)
(Loss) in exchange rate	<u>(72,799)</u>
Canadian account - end of year	<u>\$ 315,789</u>

NOTE 4. INVESTMENTS

The composition of investments held by AGD at December 31, 2017 and 2016 are classified as investments and deferred compensation obligation - investments and are summarized below:

	<u>2017</u>	<u>2016</u>
Common stocks	\$ 2,759,164	\$ 2,973,918
Mutual funds	<u>10,062,622</u>	<u>9,438,313</u>
Total	<u>\$ 12,821,786</u>	<u>\$ 12,412,231</u>

NOTE 5. FAIR VALUE MEASUREMENTS

The *Fair Value Measurements and Disclosures* Topic of the FASB Accounting Standards Codification established a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements). The three levels of the fair value hierarchy are described below:

Basis of Fair Value Measurement

Level 1	Unadjusted quoted prices in active markets that are accessible at the measurement date for identical, unrestricted assets or liabilities
Level 2	Quoted prices in markets that are not considered to be active or financial instruments for which all significant inputs are observable, either directly or indirectly
Level 3	Prices or valuations that require inputs that are both significant to the fair value measurement and unobservable

The following tables set forth by level within the fair value hierarchy, AGD's investment assets at fair value as of December 31, 2017 and 2016. As required, assets and liabilities are classified in their entirety based on the lowest level of input that is significant to the fair value measurement. AGD had no investment assets at fair value classified within Level 2 or 3 at December 31, 2017 and 2016.

		<u>Fair Value Measurements at 12/31/17 Using</u>		
		<u>Quoted Prices</u>	<u>Significant</u>	<u>Significant</u>
		<u>in Active</u>	<u>Other</u>	<u>Unobservable</u>
		<u>Markets for</u>	<u>Observable</u>	<u>Inputs</u>
		<u>Identical</u>	<u>Inputs</u>	<u>(Level 3)</u>
	<u>Total</u>	<u>(Level 1)</u>	<u>(Level 2)</u>	
Common stocks				
Conglomerates	\$ 892,800	\$ 892,800	\$ -	\$ -
Transportation/auto	674,013	674,013	-	-
Technology	1,192,351	1,192,351	-	-
Mutual funds				
Equity	<u>10,062,622</u>	<u>10,062,622</u>	<u>-</u>	<u>-</u>
Total	<u>\$ 12,821,786</u>	<u>\$ 12,821,786</u>	<u>\$ -</u>	<u>\$ -</u>

NOTE 5. FAIR VALUE MEASUREMENTS (CONTINUED)

	<u>Total</u>	<u>Fair Value Measurements at 12/31/16 Using</u>		
		<u>Quoted Prices in Active Markets for Identical Assets (Level 1)</u>	<u>Significant Other Observable Inputs (Level 2)</u>	<u>Significant Unobservable Inputs (Level 3)</u>
Common stocks				
Conglomerates	\$ 976,483	\$ 976,483	\$ -	\$ -
Transportation/auto	466,735	466,735	-	-
Healthcare	366,932	366,932	-	-
Technology	759,860	759,860	-	-
Services	403,908	403,908		
Mutual funds				
Equity	<u>9,438,313</u>	<u>9,438,313</u>	<u>-</u>	<u>-</u>
Total	<u>\$ 12,412,231</u>	<u>\$ 12,412,231</u>	<u>\$ -</u>	<u>\$ -</u>

Level 1 Measurements

Most common stocks are traded in active markets on national and international securities exchanges and are valued at closing prices on the last business day of each period presented.

The fair values of the mutual funds are determined by reference to the funds' underlying assets, which are principally marketable equity. Shares held in the mutual funds are traded on national securities exchanges and are valued at the net asset value on the last business day of each period presented.

NOTE 6. PROPERTY AND EQUIPMENT

Property and equipment assets at December 31, 2017 and 2016 consisted of the following:

	<u>2017</u>	<u>2016</u>
Construction-in-progress	\$ -	\$ 1,015,929
Furniture and equipment	718,512	718,512
Leasehold improvements	3,648,722	2,790,211
Computer equipment	1,487,565	1,438,014
Association management system	834,792	834,792
Building	5,622,343	5,172,270
Land	<u>127,730</u>	<u>127,730</u>
Total	12,439,664	12,097,458
Less accumulated depreciation	<u>(4,096,995)</u>	<u>(3,496,898)</u>
Net property and equipment	<u>\$ 8,342,669</u>	<u>\$ 8,600,560</u>

Depreciation expense for the years ended December 31, 2017 and 2016 totaled \$600,097 and \$510,546 respectively. Construction-in-progress represents payments made for major building improvements that are in the construction phase and are yet to be placed in service.

NOTE 7. RELATED PARTY TRANSACTIONS

AGD is affiliated with the Academy of General Dentistry Foundation (the Foundation). The Foundation is dedicated to improving the oral health of the public and supporting the efforts of the general dentist through financial support of scientific, educational, and charitable initiatives, which are delineated by AGD. AGD provided in-kind and contributed services support to the Foundation of \$76,256 and \$76,314 during the years ended December 31, 2017 and 2016, respectively.

AGD advances funds on behalf of the Foundation for various Foundation expenses and holds revenue from various agreements until the agreement ends. The Foundation owed AGD \$116,808 and \$128,915 at December 31, 2017 and 2016, respectively.

NOTE 8. RETIREMENT PLAN

AGD maintains a 401(k) plan covering substantially all full-time employees. Employees are eligible to join the plan after completing one month of service. After one year of service, AGD matches 100% of the participant's contribution up to 4% of the participant's salary and is not subject to a vesting schedule. AGD also contributes to the plan on behalf of each participant amounts equivalent to 4% of the participant's salary and is subject to a five year vesting schedule. AGD's contribution to the plan was \$215,825 and \$223,332 for the years ended December 31, 2017 and 2016, respectively.

NOTE 9. DEFERRED COMPENSATION ARRANGEMENT

AGD has deferred compensation arrangements with two former employees. These arrangements began to provide benefits when these former employees retired from full-time service during the fiscal year ended September 30, 2004. AGD contributed amounts until their retirement to segregated employee-directed investment accounts. Contributed amounts plus investment earnings are payable in installments to the respective former employee or beneficiary until the funds are depleted. The financial statements reflect asset and liability balances of \$221,399 and \$223,625 at December 31, 2017 and 2016, respectively.

NOTE 10. OPERATING LEASES

AGD leases office equipment under noncancelable operating leases, which expire at various times through 2019. Rental and related maintenance expense for these operating leases was approximately \$208,428 and \$211,849 for the years ended December 31, 2017 and 2016, respectively.

Future minimum lease payments under noncancelable operating leases are as follows:

Year ending December 31,	
2018	\$ 106,605
2019	<u>17,920</u>
Total	<u>\$ 124,525</u>

NOTE 11. SIGNIFICANT COMMITMENTS

Annual Meeting

AGD has entered into various contracts and agreements as of December 31, 2017 related to future annual meetings, including various service contracts, rental agreements for meeting sites, and arrangements with hotels for attendees.

Service Agreement - Facilities Management

AGD renewed an agreement with Innovative Service Technology Management Services, Inc. (IST) effective September 1, 2013 which expired on October 31, 2016. The agreement was once again renewed beginning November 1, 2016 which expires on October 31, 2018. The agreement includes monthly base fees of \$10,911 and will increase 3% on November 1, 2017 and an additional 4.5% on July 1, 2018. AGD paid IST \$131,587 and \$127,753 for services and expenses provided under the agreement for the years ended December 31, 2017 and 2016, respectively.

NOTE 12. LOANS PAYABLE

During 2012, AGD obtained a \$3,800,000 mortgage loan to finance the purchase of a building at 560 West Lake Street in Chicago. The mortgage had a fixed rate of five years and was amortized over ten years. It was payable in annual installments of \$380,000 with the remaining balance due as a balloon payment in 2017. Interest was payable monthly at a 2.60% rate. During 2017, the loan was refinanced and they obtained a \$2,280,000 mortgage loan with a fixed rate for five years and is amortized over ten years. It is payable in quarterly installments of \$57,000 with the remaining balance due as a balloon payment on July 31, 2022. Interest is payable monthly at a 3.08% rate.

During 2013, AGD obtained a \$1,500,000 term loan to finance renovation costs for the building at 560 West Lake Street in Chicago which was paid in full in 2017. The loan had a fixed rate for fifty months and is amortized over fifty months. It was payable in annual installments of \$375,000. Interest was payable monthly at a 2.98% rate.

Principal payment is as follows:

Year ending December 31,	
2018	\$ 285,000
2019	228,000
2020	228,000
2021	228,000
2022	1,254,000
Total	<u>\$ 2,223,000</u>

Interest expense for the years ended December 31, 2017 and 2016 was \$71,229 and \$82,177 respectively.

NOTE 13. OPERATING LEASE - AS LESSOR

AGD as a lessor has a long-term lease agreement with The Big Brothers Big Sisters of Metro Chicago. The lease term is through December 2023.

The following is a schedule of future minimum rent income to be received as of December 31, 2017:

Year ending December 31,	
2018	\$ 270,792
2019	278,314
2020	285,836
2021	293,358
2022	300,880
Thereafter	<u>308,402</u>
Total	<u>\$ 1,737,582</u>

SUPPLEMENTARY INFORMATION

THE ACADEMY OF GENERAL DENTISTRY

SCHEDULES OF REVENUE

YEARS ENDED DECEMBER 31, 2017 AND 2016

	<u>2017</u>	<u>2016</u>
MEMBERSHIP		
Dues	\$ 8,920,464	\$ 8,996,601
Member recruitment	16,570	1,825
	<u>8,937,034</u>	<u>8,998,426</u>
AGD BENEFITS PLUS ROYALTY INCOME	<u>606,461</u>	<u>529,824</u>
PARTNERSHIPS ADMINISTRATION	<u>406,065</u>	<u>269,131</u>
COMMUNICATIONS		
List rental	39,057	37,140
<i>General Dentistry</i>	467,846	584,212
<i>Impact</i>	488,755	588,498
Website	17,714	10,310
	<u>1,013,372</u>	<u>1,220,160</u>
DENTAL EDUCATION		
PACE	368,735	301,365
Lifelong learning and service recognition	169,588	168,334
Continuing education program	19,262	29,060
Exam study materials	62,784	64,815
Fellowship exam fees	300,000	292,386
Fellowship and mastership	198,374	203,895
Self instruction	83,465	68,720
	<u>1,202,208</u>	<u>1,128,575</u>
Scientific session		
Annual meeting general	115,993	185,424
Registration	227,367	300,628
Education	580,800	523,622
Exposition	544,675	452,900
	<u>1,468,835</u>	<u>1,462,574</u>
OTHER REVENUES		
Rental income	285,836	233,852
Miscellaneous revenues, (losses)	67,944	(64,108)
	<u>353,780</u>	<u>169,744</u>
Total revenue	<u>\$ 13,987,755</u>	<u>\$ 13,778,434</u>

THE ACADEMY OF GENERAL DENTISTRY

SCHEDULES OF EXPENSES

YEARS ENDED DECEMBER 31, 2017 AND 2016

	<u>2017</u>	<u>2016</u>
MEMBERSHIP		
Recruitment and retention	\$ 483,067	\$ 567,873
Departmental administration	988,192	962,014
	<u>1,471,259</u>	<u>1,529,887</u>
AGD BENEFITS PLUS	<u>15,644</u>	<u>32,947</u>
PARTNERSHIPS ADMINISTRATION	<u>101,876</u>	<u>114,024</u>
CONSTITUENT SERVICES	<u>272,939</u>	<u>395,166</u>
COMMUNICATIONS		
Publications general	21,767	43,940
<i>General Dentistry</i>	272,154	214,537
<i>Impact</i>	389,677	339,129
Media relations	102,825	50,546
Public education	120,302	101,754
Website	8,414	1,408
Departmental administration	976,913	930,461
	<u>1,892,052</u>	<u>1,681,775</u>
DENTAL EDUCATION		
PACE	2,985	5,120
Lifelong learning and service recognition	5,841	10,903
Continuing education program	45,210	79,575
Practice management	1,130	1,704
Exam study materials	7,072	5,290
Fellowship exam fees	60,273	56,260
Fellowship and mastership	286,833	255,040
Self instruction	9,829	5,286
Departmental administration	756,109	690,838
	<u>1,175,282</u>	<u>1,110,016</u>
Scientific session		
Annual meeting general	280,131	283,001
Registration	174,111	154,274
Education	519,139	431,673
Exposition	257,316	204,958
Departmental administration	248,770	302,624
	<u>1,479,467</u>	<u>1,376,530</u>

THE ACADEMY OF GENERAL DENTISTRY

SCHEDULES OF EXPENSES

YEARS ENDED DECEMBER 31, 2017 AND 2016

	<u>2017</u>	<u>2016</u>
PUBLIC AFFAIRS		
Advocacy and representation	\$ 311,319	\$ 302,625
Departmental administration	593,508	567,123
	<u>904,827</u>	<u>869,748</u>
COUNCILS AND COMMITTEES	<u>342,670</u>	<u>393,154</u>
GOVERNANCE	<u>1,091,158</u>	<u>1,004,888</u>
ADMINISTRATIVE OVERHEAD		
Office of executive director	365,361	451,809
Finance	1,439,759	1,281,460
Office services	300,177	280,956
Information technology	1,127,418	1,063,089
Human resources	398,928	309,218
Marketing	380,380	418,022
Sales and sponsorship	344,538	312,793
560 West Lake Street	739,765	808,247
	<u>5,096,326</u>	<u>4,925,594</u>
Total expenses	<u>\$ 13,843,500</u>	<u>\$ 13,433,729</u>

THE ACADEMY OF GENERAL DENTISTRY
FIVE YEAR SUMMARY OF OPERATIONS

	2017	2016	2015	2014	2013
UNRESTRICTED					
REVENUE					
Membership	\$ 8,937,034	\$ 8,998,426	\$ 8,742,470	\$ 8,713,036	\$ 8,254,427
AGD Benefits Plus royalty income	606,461	529,824	545,071	626,583	518,020
Partnerships administration	406,065	269,131	486,116	332,165	398,950
Communications	1,013,372	1,220,160	1,455,428	1,505,291	1,462,609
Dental education	1,202,208	1,128,575	1,130,856	982,792	860,985
Scientific session formerly annual meeting	1,468,835	1,462,574	1,507,528	1,161,630	1,427,081
Other revenues	353,780	169,744	157,976	195,895	448,529
Total revenue	<u>13,987,755</u>	<u>13,778,434</u>	<u>14,025,445</u>	<u>13,517,392</u>	<u>13,370,601</u>
EXPENSES					
Membership	1,471,259	1,529,887	1,140,055	1,139,608	1,141,899
AGD Benefits Plus	15,644	32,947	26,967	48,842	23,835
Partnerships administration	101,876	114,024	225,294	218,476	167,502
Constituent services	272,939	395,166	294,445	437,630	350,125
Communications	1,892,052	1,681,775	1,686,816	1,812,586	1,950,024
Dental education	1,175,282	1,110,016	1,125,575	969,875	862,634
Scientific session formerly annual meeting	1,479,467	1,376,530	1,550,616	1,080,355	1,278,279
Public affairs	904,827	869,748	884,961	860,279	937,114
Councils and committees	342,670	393,154	482,580	491,407	527,103
Governance	1,091,158	1,004,888	1,185,199	1,103,141	1,057,310
Administrative overhead	5,096,326	4,925,594	5,027,758	5,143,950	5,336,039
Total expenses	<u>13,843,500</u>	<u>13,433,729</u>	<u>13,630,266</u>	<u>13,306,149</u>	<u>13,631,864</u>
CHANGE IN UNRESTRICTED NET ASSETS FROM OPERATIONS	<u>144,255</u>	<u>344,705</u>	<u>395,179</u>	<u>211,243</u>	<u>(261,263)</u>
INVESTMENT INCOME (LOSS)					
Interest and dividends on investments	368,069	233,097	356,079	404,114	243,266
Realized gain (loss) on sales of investments	694,338	(289,718)	193,300	997,235	1,019,770
Unrealized gain (loss) on investments	968,201	1,197,834	(880,053)	(278,023)	1,253,623
Investment fees	(18,825)	(17,250)	(15,081)	(12,840)	-
Total investment income (loss)	<u>2,011,783</u>	<u>1,123,963</u>	<u>(345,755)</u>	<u>1,110,486</u>	<u>2,516,659</u>
CHANGE IN UNRESTRICTED NET ASSETS	<u>2,156,038</u>	<u>1,468,668</u>	<u>49,424</u>	<u>1,321,729</u>	<u>2,255,396</u>
Temporarily restricted net assets - (Advocacy fund)					
Fund contributions	41,489	32,173	33,821	26,327	24,600
Net assets released from restrictions	(23,371)	(1,437)	(64,966)	(10,693)	(18,563)
CHANGE IN TEMPORARILY RESTRICTED NET ASSETS	<u>18,118</u>	<u>30,736</u>	<u>(31,145)</u>	<u>15,634</u>	<u>6,037</u>
CHANGE IN NET ASSETS	<u>2,174,156</u>	<u>1,499,404</u>	<u>18,279</u>	<u>1,337,363</u>	<u>2,261,433</u>
NET ASSETS					
Beginning of year	19,399,731	17,900,327	17,882,048	16,544,685	14,283,252
End of year	<u>\$ 21,573,887</u>	<u>\$ 19,399,731</u>	<u>\$ 17,900,327</u>	<u>\$ 17,882,048</u>	<u>\$ 16,544,685</u>

Awards Committee Annual Report

Committee Charge

1. The Awards Committee shall consist of five (5) members, including the chairperson. The council shall be composed of an AGD past president serving as chairperson, three (3) AGD past presidents, the regional director chair, and a trustee (non-voting member).
2. It shall be the duty of the committee:
 - a. To be responsible for all aspects of the AGD Achievement Awards, specifically the Albert Borish, Distinguished Service and Humanitarian Awards.
 1. Review, add or delete award categories.
 2. Develop award criteria.
 3. Implement new procedures accordingly.
 - b. Approve marketing plan and other items as determined.
 - c. Create recognition plan for award recipients to include a formal presentation at the Annual Meeting and Exhibits.
3. Evaluate nominations and recommend the top two or three candidates for each award to the Board. The Board will review the information and confirm the award recipients.
4. Each Council and Committee shall evaluate the revenues and expenses pricing of all its programs and services annually as part of the budget process. Additionally, each Council and Committee shall provide a complete revenue and expense analysis to the Board at Board Meeting IV at least every three years, beginning 2019.
5. AGD staff will send out to each council, committee, or other agency member along with any member collaborating on any AGD business the Code of Conduct form to be completed by said individual at the beginning of each governance year. Each covered individual will submit to their staff liaison an accurately completed form, including particular attention paid to any companies that may have remunerated said covered individual and subsequently reported such remuneration to the federal government's reporting structure under the Sunshine Act. The staff liaison will compile all of their individual's forms, and share them with their chairperson and also the executive office staff, who will in turn, forward them to the Audit Committee for further review.

1 **The Dental Education Council will continue to select the Weclaw Award winner.*

2
3 The AGD Achievement Awards provide the organization with the opportunity to recognize
4 individuals for outstanding achievement that serves to improve or enhance dentistry, to
5 demonstrate that AGD values outstanding achievements, to motivate members and others to
6 improve and enhance dentistry through their day-to-day work, and to encourage volunteerism in
7 AGD and the industry through recognition. The Awards Committee submits its recommendations
8 to the Board, which makes the final selections in each award category. Awards are presented
9 every year if there is a qualified candidate. The committee held a conference call on July 11 to
10 review the nomination process.

11 **Albert Borish Award**

12 After becoming visually impaired, Albert L. Borish, DDS, continued to focus his career on
13 continuing dental education. He was director of the division of continuing dental education at the
14 Maurice H. Kornberg School of Dentistry at Temple University, his alma mater. Dr. Borish also
15 served as chair of the AGD’s former Council on Continuing Education and initiated the AGD
16 Fellowship and Mastership programs.

17
18 The Albert Borish Award, first presented in 1973, honors someone who exhibits courage in the
19 face of adversity, a deep interest in all facets of dentistry, and selflessness. A nominee should
20 display exceptional dedication to the advancement of dental profession, tenacity of purpose in
21 carrying out goals and ideals to benefit both the profession and the public, and innovation and
22 leadership in initiating positive change and promulgating constructive programs. AGD members
23 and non-members, both dentists and non-dentists, are eligible for nomination. Nominations may
24 only be submitted by an active AGD member.

25
26 For 2018, there were no nominations submitted for 2018. The last approved nominee for this
27 award was in 2012. The committee has received nominations since that time. However, those
28 nominations did not fully meet the criteria as determined by the committee. In reviewing the
29 guidelines, the committee noted some of the nominations did not adequately identify “courage in
30 the face of adversity.” Therefore, the committee agreed to review the guidelines and submit a
31 report to the Board to slightly modify the guidelines to include “diversity”.

32 **Humanitarian Award**

33
34 In 1979, the House of Delegates requested the Executive Committee explore the possibility of
35 establishing a Humanitarian Award. Since its inception in 1982, this award recognizes an
36 individual who demonstrates humanitarianism through voluntary service, civic leadership, and
37 delivery of quality dental care. In 1996, an ad hoc committee was created to re-examine the
38 guidelines and to determine whether to eliminate the award or modify the candidate selection
39 process to make the award more viable.

40
41 The nominee should be an exemplary member of both the dental profession and his or her
42 community who has sacrificed personal interests to serve the public, exhibited a sense of
43 responsibility for the well-being of all mankind, and brought honor to the profession through his
44 or her accomplishments. To be considered for the award, an individual should be kind,

1 compassionate, concerned, thoughtful, sensitive, helpful, devoted, attentive, unselfish,
2 progressive, service-oriented, efficient, professional, and dedicated to excellence. Nominations
3 may be submitted by an active AGD member.

4
5 For 2018, the committee received one nomination for this award. The nominee’s voluntary
6 service was very inspirational and definitely promoted excellence in the dental profession.
7 However, the committee emphasized the importance of this being a national award and that more
8 supplemental information was necessary. In addition, the committee discussed providing in the
9 near future a monetary contribution to the award recipient’s charity or mission. This could be
10 funded directly from the AGD or possibly a sponsor.

11 **Distinguished Service Award**

12 Based on a recommendation from an exam committee member and director of the CE department,
13 AGD established the Distinguished Service Award in 1986. The award was created to honor
14 Robert Hurdle, DDS, FAGD, for over ten years of service and leadership, and his diligence in
15 developing and administering the best possible exam for the AGD each year. He was a member of
16 the AGD’s former Council on Continuing Education, Examinations Committee, and FAGD Exam
17 Construction Committee.

18
19
20 The award acknowledges the outstanding service and leadership of an AGD council, committee,
21 or task force member whose contributions have resulted in significant and fundamental advances
22 toward fulfilling the organization’s overall mission. The recipient of this award will be someone
23 serving in an appointed position whose dedication has gone above and beyond the requirements
24 of his or her role. Nominations may only be submitted by an AGD officer, trustee, regional
25 director or council, committee or task force member.

26
27 For 2018, no nominations were submitted for this award. The committee expressed frustration
28 with this award as nominations are supposed to come from leadership.

29 **Award Coverage**

30 Announcements for nominations are covered under various AGD platforms including *AGD*
31 *Impact*, *AGD in Action*, and *AGD Insider*. Information is also included on the AGD Constituent
32 Activity Calendar and AGD Connect, and the AGD website. Recipients are included in the
33 Annual Meeting program book. Press releases are also prepared for recipients and shared with the
34 designated media outlets. The largest audience for these awards is usually the First Session of the
35 House of Delegates where national and constituent leaders, including dignitaries, are in
36 attendance.

37 **Other Recommendations**

- 38
39
- 40 • Consider nominating younger AGD members for the awards.
 - 41 • Direct eblast for “Call to Nominations” message from Awards Committee chair.
 - 42 • Thank all nominators - list names in an AGD electronic newsletter or send letter from chair to
43 nominator and those in his/her region.
 - 44 • Continue award recipient “spotlights” in *AGD Impact*.

- 1 • Collaboration with RDs – formalize relationship with this group and the awards, allows more
2 interaction between the RDs, have at least two RDs be responsible for nominating a candidate
3 therefore assuring a national presence.
- 4 • Reinststitute the candidate pool – last year’s committee voted to remove “candidate pool” due
5 to nominator issue. This year’s committee agreed that the three-year pool should be
6 reinstituted since there were no problems or concerns with these particular awards.

7
8 The Awards Committee takes its charge seriously and believes that the evaluations and
9 recommendations need to be based solely on the qualifications of the nominees as reflected by
10 the guidelines for the awards. The committee reviews each nominee in a thorough and unbiased
11 manner. We believe the recommendation should be accepted unless there is information that the
12 committee is unaware of and has direct bearing on the nominee’s qualifications. A member of
13 the Board may have reservations concerning an individual nominee that goes beyond the
14 information the committee has. We would welcome any information. As such, we propose that
15 the names only of all the nominees be forwarded to the Board prior to our evaluating and
16 choosing the awardees. The Board has the opportunity to provide any information that would
17 have a bearing on our decision. This minimizes any political aspect and allows our committee to
18 make the final determination.

19
20 **In Conclusion**

21 The AGD has some of the most prestigious awards among any organization in the dental
22 profession. AGD members continue to work tirelessly on behalf of the profession and in
23 adhering to the organization’s mission. Awards should not be given out of desperation as it
24 diminishes the honor of why they were established. The committee’s goal is to continue to
25 preserve the integrity of these awards. Thank you to those members who acknowledged the
26 exemplary service and contributions of their fellow colleagues.

27
28 Respectfully submitted,

29
30 Joseph L. Perno, DDS, FAGD - Chair
31 Howard S. Glazer, DDS, FAGD
32 John N. Russo, DDS, FAGD
33 Ravi S. Sinha, DDS
34 Scott M. Dubowsky, DMD, FAGD - Board Liaison

35
36 **From:** Joe Perno [mailto:jlperno@aol.com]
37 **Sent:** Thursday, July 19, 2018 9:55 AM
38 **To:** Paula Richardson paula.richardson@agd.org
39 **Subject:** Re: Awards Comm Annual Report

40
41 Report approved. Thank you, Paula.

42 Joe Perno
43
44

1 **AGD Program Evaluation**



3
4 Program Name: Awards Committee

5
6 Charge: 1. The Awards Committee shall consist of five (5) members, including
7 the chairperson. The council shall be composed of an AGD past
8 president serving as chairperson, three (3) AGD past presidents, the
9 regional director chair, and a trustee (non-voting member).

10
11 2. It shall be the duty of the committee:

12
13 Awards;

14 a. To be responsible for all aspects of the AGD Achievement

- 15
16 1. Review/add or delete award categories;
17 2. Develop award criteria;
18 3. Select award nominees to be considered by the Board.

19
20 b. Approve marketing plan and other items as determined;

21
22 c. Evaluate nominations and recommend the top two (2) or three (3)
23 candidates for the award to the Board for final selection.

24
25 3. To adhere to the Sunset Review Process and Schedule
26 outlined in Policy
27 Type V.: Board Policy Statements.

28
29 4. Evaluate the pricing of all programs and services annually during
30 the fall (at the Fall Joint Council Meetings if meeting) to be
31 included as part of the budget process and provide a complete
32 pricing analysis to the Board at their winter meeting at least every
33 three years.

34
35 Years Conducted: Committee formed in 2007, no direct meetings, participates in
36 discussions via scheduled conference calls.

37
38
39 Description: The AGD Achievement Awards provide the organization with the
40 opportunity to recognize individuals for outstanding achievement
41 that serves to improve or enhance dentistry, to demonstrate that
42 AGD values outstanding achievements, to motivate members and
43 others to improve and enhance dentistry through their day-to-day
44 work, and to encourage volunteerism in AGD and the industry

1 through recognition. The Awards Committee submits its
2 recommendations to the Board, which makes the final selections in
3 each award category.
4

5 Awards are presented every year if there is a qualified candidate.
6 The committee also ensured the award criteria notes that
7 individuals currently serving as officers, trustees and regional
8 directors are not eligible for nomination.
9

10 **Albert Borish Award**

11 After becoming visually impaired, Albert L. Borish, DDS,
12 continued to focus his career on continuing dental education. He
13 was director of the division of continuing dental education at the
14 Maurice H. Kornberg School of Dentistry at Temple University,
15 his alma mater. Dr. Borish also served as chair of the AGD's
16 former Council on Continuing Education and initiated the AGD
17 Fellowship and Mastership programs.
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19 *The Albert Borish Award, first presented in 1973, honors someone who exhibits courage in*
20 *the face of adversity, a deep interest in all facets of dentistry, and selflessness. A nominee*
21 *should display exceptional dedication to the advancement of dental profession, tenacity of*
22 *purpose in carrying out goals and ideals to benefit both the profession and the public, and*
23 *innovation and leadership in initiating positive change and promulgating constructive*
24 *programs. AGD members and non-members, both dentists and non-dentists, are eligible for*
25 *nomination.*
26

27 **Humanitarian Award**

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29 Committee to explore the possibility of establishing a
30 Humanitarian Award. Since its inception in 1982, this award
31 recognizes an individual who demonstrates humanitarianism
32 through voluntary service, civic leadership, and delivery of quality
33 dental care. In 1996, an ad hoc committee was created to re-
34 examine the guidelines and to determine whether to eliminate the
35 award or modify the candidate selection process to make the award
36 more viable.
37

38 *The nominee should be an exemplary member of both the dental profession and his or her*
39 *community who has sacrificed personal interests to serve the public, exhibited a sense of*
40 *responsibility for the well-being of all mankind, and brought honor to the profession through*
41 *his or her accomplishments. To be considered for the award, an individual should be kind,*
42 *compassionate, concerned, thoughtful, sensitive, helpful, devoted, attentive, unselfish,*
43 *progressive, service-oriented, efficient, professional, and dedicated to excellence.*
44

45 **Distinguished Service Award**

1 Based on a recommendation from an exam committee member and
2 director of the CE department, AGD established the Distinguished
3 Service Award in 1986. The award was created to honor Robert
4 Hurdle, DDS, FAGD, for over ten years of service and leadership.
5 He was a member of the AGD's former Council on Continuing
6 Education, Examinations Committee, and FAGD Exam
7 Construction Committee. He strove to develop and administer the
8 best possible exam for the AGD each year.
9

10 *The award acknowledges the outstanding service and leadership of an AGD council,*
11 *committee, or task force member whose contributions have resulted in significant and*
12 *fundamental advances toward fulfilling the organization's overall mission. The recipient of*
13 *this award will be someone serving in an appointed position whose dedication has gone*
14 *above and beyond the requirements of his or her role.*
15

- 16 Goal(s): To increase visibility, ensure adherence to the guidelines, promote
17 excellence in dentistry, and preserve integrity of the awards.
18
- 19 Financial Impact: Travel expenses and recognition plaques for recipients are covered
20 under the House of Delegates budget.
21
- 22 Participation/Relevance: Historically, nominations for the awards have been minimal.
23 Another concern was the general membership's lack of knowledge
24 surrounding these awards. The Executive Committee requested
25 staff to present options to address these issues. Staff recommended
26 the formation of an Awards Committee to increase the presence
27 and awareness of the awards, the number of qualified nominations,
28 and to keep the process from becoming political.
29
- 30 Qualitative Review: N/A
31
- 32 Addl. Information: Coverage has increased in our newsmagazine, electronic
33 newsletters, press
34 releases and other social media platforms. The committee
35 continues to discuss ways to improve the process and
36 recommendations to improve the process. Application forms have
37 been updated so that questions are in line with the award profiles.
38 Also, instead of a "pool", nominators will now need to resubmit an
39 application if their respective candidate is not selected to avoid
40 potential conflicts of interest. Members are now able to view past
41 award recipients on the website. There will be more collaboration
42 with the regional directors and their respective constituents to
43 garner support for the awards. Constituents will be encouraged to
44 advertise the awards at designated meetings and events.
45

1 Announcements for nominations are covered under various AGD
2 platforms. Information is included in the Annual Meeting program
3 book. Press releases are also prepared for recipients and shared
4 with the designated media outlets. The largest audience is usually
5 the First Session of the House of Delegates where national and
6 constituent leaders, including dignitaries, are in attendance.
7

8 Other options that may contribute to the nomination process:

- 9 • Direct eblast for “Call to Nominations” message from Awards
10 Committee chair - have IT staff track how many leaders actually
11 opened the email and include information in report.
- 12 • Thank all nominators - list names in an AGD electronic
13 newsletter.
- 14 • Continue award recipient spotlights in AGD Impact.
- 15 • Continue to post on AGD Connect group pages and AGD
16 website.
- 17 • Request to include award notices/reminders on RD and
18 Constituent Exec
19 agendas.
- 20 • Additional signage at the House of Delegates.
- 21 • Consistency among the committee – replace only one past
22 president annually.
23

24 Recommendation:

25 The AGD has some of the most prestigious awards among any
26 organization in the dental profession. The committee would like to
27 continue to preserve the integrity of these awards. AGD members
28 continue to work tirelessly on behalf of the profession and in
29 adhering to the organization’s mission. We appreciate those
30 members who acknowledged the exemplary service and
31 contributions of their fellow colleagues.
32
33
34
35

Budget and Finance Committee Annual Report

- 1
2
3 1. This committee shall assist in preparation of the budget and determine how to best
4 conserve and utilize AGD funds.
5
- 6 2. The Budget and Finance Committee including the chair and vice chair shall be appointed
7 by the President-Elect with the approval of the Board at the meeting immediately
8 following the adjournment of the House of Delegates. This committee shall be composed
9 of the Treasurer plus four (4) other members, of which at least two (2) members must be
10 trustees.
11
- 12 3. Appointments to this committee should be made with consideration given to the
13 following:
14
 - 15 a. At least some members should have prior Budget and Finance Committee
16 experience;
17
 - 18 b. An appointee should have a good understanding of the AGD, including its current
19 programs and structure;
20
 - 21 c. If a non-trustee is appointed, he or she should have prior budget and finance
22 experience or appropriate expertise, and should be provided with appropriate
23 information/reports during the course of the year, which would keep this committee
24 member informed.
25
- 26 4. The Executive Director shall serve as a consultant to this committee.
27
- 28 5. To adhere to the Sunset Review Process and Schedule outlined in Policy Type V.: Board
29 Policy Statements.
30
- 31 6. Each Council and Committee shall evaluate the revenues and expenses of all its programs
32 and services annually during the fall to be included as part of the budget process.
33 Additionally, each Council and Committee shall provide a complete revenue and expense
34 analysis to the Board at the Board Meeting IV at least every three years, beginning 2019.
35
- 36 7. AGD staff will send out to each council, committee, or other agency member along with
37 any member collaborating on any AGD business the Code of Conduct form to be
38 completed by said individual at the beginning of each governance year. Each covered
39 individual will submit to their staff liaison an accurately completed form, including
40 particular attention paid to any companies that may have remunerated said covered
41 individual and subsequently reported such remuneration to the federal government's
42 reporting structure under the Sunshine Act. The staff liaison will compile all of their
43 individual's forms, and share them with their chairperson and also the executive office
44 staff, who will in turn, forward them to the Audit Committee for further review.
45

1 **BUDGET PROCESS.** Budget and Finance Committee December Conference Call. A
2 conference call was had on December 4, 2017 with the entire Committee, including the
3 President-Elect and the Vice President, as well as the CFO. Due to a vacancy in the Executive
4 Director position at the time, the Executive Director was not on the call. Another call was
5 completed with the Committee on February 19, 2019 and subsequent discussions were had with
6 the Executive Director, CFO, Chair and Vice Chair of the Budget & Finance Committee as items
7 came up.
8

9 **BUDGET DEVELOPMENT**

- 10
- 11 1. Given the ongoing trend in membership and decrease in non-dues revenue, Chair
12 of Budget and Finance realized that cuts would need to be made in order to create
13 a zero-net operating budget. In prior years, due to decreasing resources, staff was
14 asked to present their budgets with a certain percent decrease. Per the
15 recommendation of the CFO, the same approach as last year was taken. Instead
16 of requesting cuts by a certain percent across the board, each council, committee
17 and operating department was asked to take a look at their budgets and offer cuts
18 based on what could be taken out of their current budgets while maintaining a
19 sound infrastructure, working toward growth potential, maintaining the priorities
20 set by the council, committee, or department and the goals and strategies of the
21 AGD. This would be a challenge knowing there would be increases in costs, for
22 example, vendor contracts, infrastructure needs and personnel costs. The
23 Membership Department was asked to provide more realistic membership dues
24 projections as the revenue numbers in the budget in prior years had not been met.
25
 - 26 2. Business Plans were required for new programs with expenses greater than \$5K.
27 Councils were informed that these requirements had not changed from the
28 previous year and that justification for any additional funding for any new
29 programs needed to be developed and presented via a Business Plan. An Action
30 Item Report (AIR) for any new program also needed to be developed for
31 consideration at the Budget and Finance Committee meeting which explained
32 how funding these strategies would advance the AGD Strategic Plan and the
33 Board priorities. No Business Plans were submitted to the Budget & Finance
34 Committee as no new programs were introduced. Per an AIR approved by the
35 Board, a business plan and AIR will be submitted for the Leadership Symposium
36 once the Regional Directors complete their due diligence. In the interim, \$70K
37 was included in the budget for this expenditure. The Budget and Finance
38 Committee recommends that going forward, Business Plans be required for new
39 programs with expenses greater than \$20K. For new programs under \$20K the
40 following questions should be answered within the AIR: 1)What is the purpose of
41 the program, 2)What is the bottom line impact to the AGD?, 3) What will be
42 measured and during what time interval?, and 4) Who will be held accountable
43 (Council and related staff)? An AIR will be submitted to include this in the AIR
44 template after the report has been approved.
45

- 1 3. Measures of Success Plans were required for all program areas. These Plans were
2 completed and uploaded to Connect for all Budget and Finance Committee
3 members, the President-Elect and Vice President to review at any point during the
4 budgeting process.
5
- 6 4. Once initial departmental budgets were completed, discussions were had with the
7 Department heads including the Executive Director. Based on these meetings,
8 changes were made to the preliminary budget to keep it as realistic, free of error,
9 and in compliance with the established 2019 targets and Board financial policies.
10 Initial budget documents were sent to Dr. Uppal, Chair and the Treasurer and
11 Vice Chair, Dr. Harunani for review and discussion.
12

13 **BUDGET AND FINANCE COMMITTEE PRE-MEETING.** Dr. Uppal and Dr. Harunani
14 met with the CFO, Christa Ojeda, and Executive Director, Max Moses at AGD headquarters for
15 the pre-meeting of the Budget and Finance Committee on June 14, 2018. The Executive
16 Director, CFO and AGD staff presented budgets for the departments, explaining any variances
17 along with connected business plans and anticipated contingency requests. The initial budget
18 presented had a deficit of \$370K and the membership revenues were higher than what was
19 tracking for 2018. Drs. Uppal and Harunani provided feedback and guidance to the staff to make
20 adjustments in preparation for the full meeting of the Budget & Finance Committee.
21

22 **BUDGET AND FINANCE COMMITTEE MEETING.** The Budget and Finance Committee
23 met July 9, 2018 at AGD headquarters. The committee consists of Drs. Sanjay Uppal (chair),
24 Mohamed Harunani (Treasurer and Vice Chair), Don Worm, Elizabeth Clemente and Guy
25 Hanson. Dr. Donald Worm was unable to attend the meeting but provided input prior to it. In
26 addition to the committee, President-Elect Dr. Neil Gajjar and Vice President Dr. Connie White,
27 Executive Director, Mr. Max Moses, and the CFO, Ms. Christa Ojeda were present. The CFO
28 and staff presented their budgets, and contingency requests. After the discussion, the committee
29 and ad hoc non-voting members deliberated the budget and contingency requests, discussed and
30 agreed to the recommendations that came out of the Budget and Finance Committee Pre-meeting
31 and developed the final recommendation for the 2019 Budget.
32

33 **RECOMMENDATIONS.** Many policies guide the development of the budget. The Budget and
34 Finance Committee must review and make use of these policies when preparing the annual
35 budget. These policies are outlined in each section below where pertinent.
36

37 1. **Dues.**
38

- 39 a. Policy. In 2008, the Board approved the following dues stabilization
40 policy which allows for dues increase up to CPI:
41

42 *Dues Stabilization: The Board shall develop annual budgets and manage the AGD's finances*
43 *and reserves in accordance with the long-term financial strategy of dues stabilization. The dues*
44 *stabilization strategy seeks to achieve long-term dues stability by keeping annual dues increases*
45 *at or below the level of inflation. Stable dues are viewed to be supportive of the organizational*

1 *objective to increase membership market share. A key element of the dues stabilization strategy*
2 *is a strong reserve position. Growth in non-dues revenue is required to make the AGD less*
3 *dependent upon dues revenue. The focus in generating non-dues revenues must be on the net*
4 *margins generated from the revenues, rather than a focus on gross revenues. Flexibility is*
5 *needed to develop annual budgets which provide member programs and services in support of*
6 *the strategic plan while keeping required dues increases at or below an inflationary level.*

7
8 **b. Budget and Finance Committee Recommendation.**

9
10 i. The average CPI increase for the twelve months ended
11 January 2018 was 2.1%. The Budget and Finance Committee is
12 recommending a CPI increase in the dues rate matching the CPI. The 2018
13 full-dues paying member rate will increase by \$8 to \$400.

14
15 **2. Officer Stipends and Trustee and Regional Director Allotments**

16
17 2010:110bS1 Resolved, that the HOD policy 2008:105R-H-7 be amended as follows:

18
19 Each of the 19 trustees be allotted \$2,000 and adjusted annually thereafter up to CPI as
20 determined by the budgetary process effective July 21, 2008 (start of 2008/2009 governance
21 year), of AGD funds for the following activities relating to his or her duties as an AGD trustee:
22

23 And be it further,

24
25 Resolved, that Region 15-16 will give an annual report to the Board as to the effectiveness of the
26 merger. The Board will provide the 2013 HOD with a three year progress report on the merger.

27 And be it further,

28
29 Resolved, that the Speaker of the House be authorized to editorially amend the Bylaws relative to
30 any non-substantive references to the number of regions, trustees, etc., not previously identified
31 herein.”

32
33 2008:106R-H-7 “Resolved, that policy 99:7-H-7 be amended by addition, so that it reads:

34
35 That the Regional Directors of the Academy of General Dentistry receive a maximum allotment
36 based on the following:

37
38 Region 1 - \$1,700 Region 11 - \$1,600
39 Region 2 - \$1,200 Region 12 - \$1,600
40 Region 3 - \$1,200 Region 13 - \$1,200
41 Region 4 - \$1,200 Region 14 - \$1,800
42 Region 5 - \$1,500 Region 15 - \$1,400
43 Region 6 - \$1,500 Region 16 - \$1,300
44 Region 7 - \$1,300 Region 17 - \$1,600
45 Region 8 - \$1,200 Region 18 - \$1,200

1 Region 9 - \$1,300 Region 19 - \$1,500
2 Region 10 - \$1,600 Region 20 - \$1,300

3
4 **and adjusted annually thereafter up to CPI as determined by the budgetary process**
5 **effective July 21, 2008 (start of 2008/2009 governance year).”**

6
7 ***Budget and Finance Committee Recommendation:** The committee recommends the CPI*
8 *increase of 2.1% in the officer’s annual stipends and the Trustee and RD allotments.*

9
10 **3. Number of Board Meetings**

11
12 Bylaws Chapter XII, Section 3

13 Section 3. Meetings of the Board:

14 The Board shall meet in person at least three (3) times a year. Between such meetings,
15 additional meetings may be held through the use of a conference telephone or other
16 communications equipment by means of which all persons participating in the meeting can
17 communicate. The Board may, by a majority of the entire Board, cancel any meeting of the
18 Board.

19 ***Budget and Finance Committee Recommendation:** The committee recommends the number of*
20 *in-person meetings be reduced to three from the four that are currently in place. During the 17-*
21 *18 Board Meeting IV the Board elected to retain the four in-person meetings.*

22
23 **4. Board Social Events**

24
25 **Policy Type: II. Governance Process**

26
27 **C. Board Operations**

28 *Approved at the 2016-2017 Board Meeting III*

- 29
30 • At each Board meeting, at least one (1) evening will be dedicated to a social event.

31
32 ***Budget and Finance Committee Recommendation:** The committee recommends that the group*
33 *dinner subsidy for the in-person Board meetings be removed but a \$5K reception/social event*
34 *continue to be included in the budget.*

35
36 **5. Investments**

- 37
38 a. Requirements of the Investment Policy Statement (IPS)

39
40 **Operations Account:** This fund will maintain an amount deemed to be essential to meet
41 the ongoing operational needs of the AGD. While the Operations Account is not part of
42 the Investment Fund as per AGD Bylaws, Chapter XVII, Section 2, it is included in the
43 IPS for clarity of the overall finances of the Academy. These funds are under the purview
44 of the Chief Financial Officer and will be invested in cash and cash equivalents. Surpluses,
45 if present, from operations at the close of the year, and following completion of the audit,

1 will be divided evenly between the Building Account and the Operations Account. The
2 investment risk of the Operations Account shall be conservative.

3
4 **Investment Fund:** The primary function of this fund is to achieve long-term objectives,
5 which require its funds to be dedicated for the stipulated investment time horizon and to
6 maintain reserves as prescribed by the Board. Any removal of funds prematurely will
7 compromise accomplishment of the stated objectives.

8
9 However, it is recognized that circumstances may occur that exceed the funds available
10 for normal operations.

- 11 • If funding is needed for an AGD-wide initiative, the CAA must be utilized before
12 removing funds from any other Investment Fund.
- 13 • If funding is needed for the building, then the request should go back to the
14 Building Committee and the Investment Committee to determine which account
15 should be utilized (the Building Account and/or the Reserve Account).
- 16 • If funding is needed for an emergency situation, then the Emergency Account
17 should be utilized before accessing the Reserve Account.

18 Access to the Investment Fund will require the Treasurer's and President's signatures and
19 the following approvals:

- 20 • Competitive Advantage Account (CAA) by a super-majority (60%) vote,
- 21 • Building Account by a simple majority vote, and
- 22 • Reserve Account by a 3/4 vote of the Board.

23
24 In addition, in order to access the CAA, the AIR being presented to the Board for a vote
25 must include a business plan and documented review by the Budget and Finance
26 Committee and by the Investment Committee.

27
28 If during a financial crisis any funds used from the Reserve Account must be replaced
29 within the following five years.

30
31 The Investment Fund shall consist of three accounts, each of which shall retain its own
32 characteristics, principal, and returns:

- 33
34 a) **Reserve Account.** This account is designed to maintain an operational reserve
35 of a minimum of 50% and a maximum of 100% of budgeted expenditures. At
36 the end of each fiscal year, all proceeds above 100% will be moved into the
37 Competitive Advantage Account. If the reserve level falls below 50% of
38 budgeted expenditures, any and all distributions from the Reserve Account will
39 be suspended, and the operating surplus distributions to the Building Account
40 will be redirected to the Reserve Account up and until which time the Reserve
41 Account is restored to 50% of the budgeted expenses. The budgeted
42 expenditures pertaining to the above clauses will exclude depreciation on the
43 building and build-out at 560 West Lake Street.

44
45 The Reserve Account balance is used to calculate the reserve account ratio.

1
2 The investment risk of this account will be conservative.
3

4 A 2.5% annual distribution, (as of fiscal year-end balance), (also known as the
5 Investment Fund dividend) shall be allocated from the Reserve Account to the
6 Competitive Advantage Account (CAA). This allocation shall be contingent
7 upon the balance remaining after the allocation being 55% or above the
8 upcoming budget cycle expenditures. Provided that excess funds are available,
9 a special allocation may exceed the 2.5% level such that it does not exceed 50%
10 of the prior year annual Reserve Account return. The funds will be transferred
11 as needed during the budgetary year as described above.
12

13 **b) Competitive Advantage Account (CAA):** This account is designated to
14 fund specified AGD-wide initiatives. To meet the investment objectives, an
15 initial amount will be placed into the fund from the previous Project Account.
16 This account will be funded by the Reserve distribution as described in the
17 Reserve Account definition above.
18

19 **c) Building Account:** This account is designated to fund capital expenditures
20 related to improvement of the building. To meet the investment objective an
21 initial amount will be placed into the fund from the previous Project Account.
22 If there is a surplus of operating income from the previous fiscal year, then 50%
23 of this excess amount will be transferred into the Building Account. The
24 mandatory contribution will be placed in a lump sum, at the beginning of the
25 fiscal year, into the Building Account upon completion of the annual audit. This
26 account shall be moderate in risk. Once the account reached \$1,500,000, the
27 50% surplus will be transferred into the Reserve Account.
28

29 ***Budget and Finance Committee Recommendation:*** 2018 dissolved the Project Account and saw
30 *the establishment of two new accounts: The Competitive Advantage Account (CAA) and the*
31 *Building Account which were funded by monies from the Project Account. The Committee*
32 *recommends that the new IPS requirements, passed by the Board of Directors, be adopted and*
33 *implemented starting with 2018 results.*
34

35 **6. Additional New Funding/AIR Requests/Other Considerations** 36

37 b. The Committee reviewed the trend in Membership Dues Revenue
38 including year to date shortfalls and the previous targets set. The original budget
39 came in at \$10.4M (which includes \$832K that gets allocated to the periodicals as
40 Dues Subscription Allocation). This represented 26K full dues equivalent
41 members. After reviewing the trends and discussions with the Membership
42 Department, the Dues Revenue was brought down to \$9.8M or 24.5K full dues
43 equivalent members, a more realistic number based on actuals for the last few
44 years. The \$9.8M is represented in the financials as \$9.0M in the Membership

1 Dues Revenue line with \$432K and \$360K allocated to *General Dentistry* and
2 *Impact* respectively as dues subscription revenue.
3

4 c. Communications costs including those of the periodicals were examined.
5 Due to decreasing membership, as well as challenges securing advertising
6 income, Communications revenue, which includes the Dues Subscription
7 Allocation discussed in point a. above does not cover their respective costs. This
8 area is subsidized by approximately \$500K each year (2017 included rebranding
9 costs for a net deficit of \$880K). There was discussion about reducing costs by
10 decreasing the number of issues but increasing their size and also the added
11 benefit of reducing our carbon footprint. Also discussed was the importance of
12 this publication as a member benefit. The following adjustments were made to
13 mitigate losses:

- 14 1. Change *Impact* from 12 yearly issues to 11 yearly issues and
15 maintain additional circulation for recruitment purposes. This
16 netted a \$65K savings.
- 17 2. Remove \$50K from Public Education and will leverage corporate
18 relationships to supplement PR efforts.
- 19 3. Reduced professional services and use of Public Relations firm
20 produced just under \$30K of expense reductions.
- 21 4. Remove \$20K for cover wraps and promotions.
- 22 5. Cut the Readership Survey as internal data can be used for 2019
23 and recommend the survey be done every three years instead of
24 two years. This produces a \$15K savings.
25

26 d. The equivalent of 6 staff positions were removed from the original budget
27 totaling \$378K in cost savings. Additionally, potential bonus went from a
28 requested \$156K (3% of salaries) to \$75K (approximately 1.5% of salaries),
29 accounting for an additional \$76K decrease. It was discussed that any further
30 reductions in personnel at this time would require a reduction in services. Also
31 taken into consideration are the negative effects of staff turnover as well as the
32 need to have a mechanism to retain high value employees.
33

34 e. Governance costs were examined in an effort to maintain programming
35 and services. Approximately \$142K was cut from the Budget prior to and post the
36 Budget and Finance Committee meeting. These reductions were examined by the
37 Board. The removal of the one in-person Board meeting was voted down. The
38 Board, though eliminated \$23K of additional costs. Governance costs reductions
39 after the Board vote at 17-18 Board Meeting IV are approximately \$94K:

- 40 1. Removed the subsidizing of Board dinners at in-person meetings
41 and restored per diem for those days. Per policy a social event is
42 required at each in-person Board meeting. There is still \$5K in the
43 budget to use for a reception/social event at the President's
44 discretion. Removing the dinner subsidy netted an approximate
45 \$30K savings.

2. Removed two Board trainings, reducing the budget \$20K earmarked for a facilitator to conduct the training.
3. Removed travel costs for a one day in-person Board training which resulted in \$13K cost reduction.
4. Removed all Executive Committee meetings the day before in-person Board meetings. Per the bylaws (Chapter XII, Section 12) “The duty of the Executive Committee is to act as an interim agency of the Board...”. Eliminating this pre-meeting saved AGD approximately \$14K.
5. The three Presidents received \$40K for admin support. This was cut to \$30K netting \$10K reduction.
6. The spousal event at the House of Delegates was also removed as this was more relevant when the meetings were combined for a \$5K savings and other cuts netted an additional \$2K.

f. Corporate Relations was brought back in-house and a new Director of Corporate Relations started in February 2018 with the Sales Manager coming on board July 2018. Budget and Finance feels that this area needs to greatly improve and bringing it back in house will help garner the results expected. The Committee believes that based on the experience of the new staff and pool of potential sponsors, that adding an additional \$122K to Sponsorship revenue is a doable goal. The need to increase the core value of membership along with the need to increase non-dues revenue resulted in adding \$150K to AGD Benefits/Affinity programs for a potential group buying benefit program.

g. The \$15K for a special Leadership class at Scientific Session was removed and instead a \$70K placeholder was added to the budget for a Leadership Symposium. Part of the discussion included having the symposium at HQ instead of at a hotel much like the Joint Council Meetings were moved to HQ in 2017. At the 17-18 Board Meeting IV an AIR was approved for the RD’s to create a business plan and budget for this event. Per the AIR a business plan was supposed to be presented at 17-18 Board Meeting IV, however, this was not received and the Board voted to remove the \$70K from the budget.

h. A request was made to increase the House of Delegates reception from \$40K to \$44K. Given the current climate, the amount was kept at \$40K.

i. By leveraging technology, an in-person Council Chair Training was changed to a Zoom training, similar to the Board Zoom orientation conducted in 2018 which was well received. This removed approximately \$15K from the budget.

j. Reduced overtime, staff outing, and staff benefits by eliminating a tuition reimbursement program resulted in an additional \$35K removed from the budget.

1 k. Constituent services requested two additional STAR visits, one was
2 approved adding approximately \$3K to the budget. Promotions and awards were
3 added and in-person STAR train the trainer was also included. The aggregate
4 resulted is a \$10K, approximately 12%, increase from the 2018 Budget.
5

6 l. In an effort to leverage marketing dollars by doing more targeted mailers,
7 \$13K was reduced from the Recruitment budget.
8

9 m. The marketing budget includes monies set aside to promote new programs
10 and initiatives. Approximately \$19K was included in the original ask. This
11 amount was reduced to \$10K per actual dollars spent in prior years.
12

13 n. \$20K was removed from the recruitment budget earmarked for an outside
14 consultant to help create a new membership pricing model. This would likely
15 result in a larger effort and if needed can be funded by the Contingency or the
16 new Competitive Advantage Account as this would be an AGD-wide initiative.
17

18 o. The Allied meeting budget was reduced by \$25K based on prior year
19 usage and projected attendance at meetings by the AGD member leadership.
20

21 p. The Committee reviewed the costs for the 2019 Annual Meeting. Given
22 the cuts that were made in 2018 Budget, any further reductions would require
23 changes to policy. The Committee understands that a Governance Evaluation and
24 Review Committee has been appointed to review these and other governance
25 structures.
26

27 q. The committee recommends a 2.1% CPI salary increase for staff be
28 incorporated into the budget. Additionally, the committee recommends that \$75K
29 in potential merit bonus dollars based on performance also be included. The
30 current Personnel costs as a percent of Expenses is 45%, which is flat from 2016
31 and 2017 actuals.
32

33 **7. Board Contingency Fund**
34

35 a. Policy. Per Policy Type: IV. Executive Limitations, C. Budgeting, the annual
36 budget must provide at least \$100,000 per annum for the Board Contingency Fund. For
37 2018 the Board Contingency Fund was \$175,080 of which the remaining balance at the
38 time the committee met was \$160,080.
39

40 b. Recommendations. Upon deliberations of all budget items, the Board
41 Contingency Fund is \$123,497 for 2019.
42

43 **8. Capital Budget**
44

1 r. The capital budget for the 2019 budget year totals \$481,522 covering
2 Information Systems purchases. Major purchases for Information Systems
3 include maintaining a 33% annual replacement rate on computers and laptops,
4 iMIS customizations, switch replacements, server replacements, storage back-up
5 and end of lease replacements.
6

7 s. The 2019 Capital Budget does not accommodate any potential major
8 repair needed for the building at 560 W. Lake Street. Building repairs are
9 monitored by the Building Committee which requires three estimates for any such
10 project. Such expenditures would require final approval by the Board. A Building
11 Account was set up this year to offset current and future building expenditures.
12 The account will be funded initially by a \$700K transfer from the Project
13 Account. Ongoing, 50% of any year-end operating surplus will go into this
14 account until it reached \$1.5M at which point 50% of any surplus will revert to
15 the Reserve Account.
16

17 **2019 BUDGET SUMMARY**

18
19 A summary of the 2019 budget covering the period from January 1 – December 31, 2019 as
20 recommended by the Budget and Finance Committee is as follows:
21

	<u>2019 Budget</u>
Total Revenue	\$14,839,221
Total Expense	\$14,839,221
Net Income (Loss) from Operations	0
Board Contingency Fund	\$123,497

22
23 **NEXT STEPS**
24

25 The 2019 budget was the result of the process outlined above and is the best recommendation
26 that the Budget & Finance Committee could reach for the Board to discuss, modify and approve
27 before being distributed to the HOD. At the end of this report, a Statement of Activities along
28 with a variance analysis has been included to assist you in review of the 2019 budget. In addition
29 the committee recommends that with the guidance of the Executive Director and the CFO that all
30 programs continue to develop “Measures of Success” that are monitored periodically by the B&F
31 committee. The committee will need to develop the plan to implement this monitoring. This will
32 help ensure that the activities of the AGD are kept on track and identify areas where additional
33 support and guidance are needed when the MOS’s are not achieved.
34

35 **CONCLUSION**
36

37 This report, which is presented for the Board, is a conservative but reasonable and realistic
38 budget reflecting much hard work, compromise and consensus by all who were involved in its
39 creation. It also reflects the high level global discussions of all present at the Budget and
40 Finance meeting based on our current strategic plan for the organization. The need to bring our

1 budget funding in line to reflect current and future direction of the AGD is not only key in its
2 growth but a must. It is hoped that this budget will provide the guidelines under which we will
3 operate while at the same time, not be so restrictive that it leaves no room for progressiveness in
4 working toward those strategic goals. It is important to keep up with the ever-demanding
5 changes in our current climate but not at the expense of our overall established goals, mission
6 and considered costs. Detailed financial disclosure is not just an obligation, it is a right earned
7 by the trust which its members place in the good faith of the organization. We, the members of
8 the committee, believe we have delivered a proposed budget for 2019 to serve our constituents
9 and members and which fulfills the mission and the current strategic plan of the AGD.

10
11 Respectfully Submitted,

12
13 Sanjay Uppal, DDS, FAGD, Chair (sanjayuppal@yahoo.com)
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19 Christa Ojeda, CPA, Chief Financial Officer (christa.ojeda@agd.org)

ACADEMY OF GENERAL DENTISTRY
Statement of Activities - Revenue
For the Twelve Months Ending 12/31

	<u>2016 Act</u>	<u>2017 Act</u>	<u>2018 Bud</u>	<u>2019 Bud</u>
REVENUE				
Membership				
Dues	\$8,996,601	\$8,920,465	\$9,399,579	\$9,000,864
Member Recruitment and Retention	1,825	16,570	1,250	56,250
	<u>8,998,426</u>	<u>8,937,035</u>	<u>9,400,829</u>	<u>9,057,114</u>
AGD Benefits Plus Royalties	<u>529,823</u>	<u>606,460</u>	<u>645,000</u>	<u>780,000</u>
Partnerships Administration	255,281	736,249	840,000	871,000
Allocated Revenue	0	(328,299)	(334,485)	(503,290)
	<u>255,281</u>	<u>407,950</u>	<u>505,515</u>	<u>367,710</u>
Communications				
List Rentals	37,140	39,057	30,000	30,000
General Dentistry	584,212	467,844	642,500	544,445
Impact	588,498	488,755	680,793	544,493
Digital Media	10,310	17,714	47,360	93,680
	<u>1,220,160</u>	<u>1,013,370</u>	<u>1,400,653</u>	<u>1,212,618</u>
Dental Education				
Self-Instruction	68,720	83,465	106,488	106,488
PACE	301,365	368,735	340,935	391,365
Lifelong Learning & Service Recognition	10,090	14,800	21,000	21,000
Continuing Education Programs	204,304	174,049	214,608	214,606
Exam Study Materials	64,815	62,784	53,760	60,000
Fellowship Exam Fees	286,975	300,000	285,000	294,000
Fellowship and Mastership	209,306	198,374	247,890	262,530
	<u>1,145,575</u>	<u>1,202,207</u>	<u>1,269,681</u>	<u>1,349,989</u>
Scientific Session				
Scientific Session- General	185,424	115,993	133,250	157,500
Registration	300,628	227,367	329,647	274,345
Education	523,622	580,800	565,716	717,160
Exposition	452,900	544,675	505,825	580,000
	<u>1,462,574</u>	<u>1,468,835</u>	<u>1,534,438</u>	<u>1,729,005</u>
Other Revenue				
Gain/Loss on \$CAD Exchange Rate	(110,607)	(72,799) [█]	0 [█]	0
560 W. Lake Street	233,852	285,836	270,792	278,314
Other	20,440	116,769	64,472	64,472
	<u>143,685</u>	<u>329,806</u>	<u>335,264</u>	<u>342,786</u>
TOTAL REVENUE	13,755,524	13,965,663	15,091,380	14,839,222
TOTAL EXPENSES	13,411,099	13,821,408	15,091,380	14,839,222
1 INCOME FROM OPERATIONS	344,425	144,255 [█]	0 [█]	0

**Academy of General Dentistry
Statement of Activities - Expense
For the Twelve Months Ending 12/31**

	<u>2016 Act</u>	<u>2017 Act</u>	<u>2018 Bud</u>	<u>2019 Bud</u>
EXPENSES				
Membership				
Recruitment and Retention	\$567,873	\$483,065	\$518,758	\$546,670
Departmental Administration	962,015	988,192	982,052	940,989
	<u>1,529,888</u>	<u>1,471,257</u>	<u>1,500,810</u>	<u>1,487,659</u>
AGD Benefits Plus	32,947	15,644	35,629	34,291
Partnership Administration	117,062	103,759	247,900	70,500
Constituent Services				
Constituent Services	44,427	46,425	79,594	89,519
Regional Directors Activities	68,137	82,115	106,462	102,422
Leadership Conference	141,485	4,260	15,000	-
Departmental Administration	139,822	140,139	136,762	149,615
	<u>393,871</u>	<u>272,939</u>	<u>337,818</u>	<u>341,556</u>
Communications				
Publications Marketing	43,941	21,767	18,435	15,090
General Dentistry	214,192	272,154	275,715	275,225
Impact	339,129	389,676	440,575	296,958
Website	1,406	8,414	25,300	45,904
Media Relations	52,093	105,352	56,689	37,931
Public Education	100,206	117,774	95,152	45,000
Departmental Administration	930,807	976,969	1,084,669	1,033,399
	<u>1,681,774</u>	<u>1,892,106</u>	<u>1,996,535</u>	<u>1,749,507</u>
Dental Education				
Self Instruction	5,286	9,829	10,154	15,954
PACE	5,120	2,985	12,810	14,237
Lifelong Learning and Service Recognitio	10,903	5,841	8,088	5,783
Continuing Education Programs	79,576	45,209	41,600	46,600
Exam Study Materials	5,290	8,202	13,869	15,295
Fellowship Exam Fees	56,261	60,273	71,805	74,270
Fellowship and Mastership	255,040	286,833	230,398	280,471
Departmental Administration	690,838	756,110	812,406	697,569
	<u>1,108,314</u>	<u>1,175,282</u>	<u>1,201,130</u>	<u>1,150,179</u>
Scientific Session				
Scientific Session- General	283,002	280,131	233,523	274,438
Registration	154,274	174,111	166,159	164,848
Education	431,674	519,141	452,524	439,598
Exposition	204,958	257,317	289,275	425,334
Departmental Administration	302,511	248,795	214,145	377,240
	<u>1,376,419</u>	<u>1,479,495</u>	<u>1,355,626</u>	<u>1,681,458</u>

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	<u>2016 Act</u>	<u>2017 Act</u>	<u>2018 Bud</u>	<u>2019 Bud</u>
Public Affairs				
Government Relations	283,573	287,129	341,584	311,613
Dental Practice Advocacy	19,060	24,192	17,385	17,025
Departmental Administration	567,131	593,752	566,847	625,207
	<u>869,764</u>	<u>905,073</u>	<u>925,816</u>	<u>953,845</u>
Councils and Committees	<u>394,078</u>	<u>342,673</u>	<u>474,485</u>	<u>458,000</u>
Governance	<u>1,004,106</u>	<u>1,091,159</u>	<u>1,208,178</u>	<u>1,144,767</u>
Administrative Overhead				
Office of the Executive Director	451,808	365,360	873,708	719,681
Office Services	280,871	299,874	312,629	252,207
Human Resources	309,216	398,928	441,601	414,391
Finance	1,257,461	1,415,759	1,526,904	1,592,808
Information Technology	1,063,088	1,127,418	1,252,970	1,298,481
560 W. Lake Street	808,247	739,765	659,653	765,615
Marketing	418,022	380,379	444,576	438,583
Corporate Relations	312,793	344,539	295,410	285,694
	<u>4,901,506</u>	<u>5,072,022</u>	<u>5,807,451</u>	<u>5,767,460</u>
TOTAL OPERATIONS EXPENSES	<u>\$13,411,099</u>	<u>\$13,821,408</u>	<u>\$15,091,380</u>	<u>\$14,839,222</u>

VARIANCE ANALYSIS

REVENUES

Dues – Dues are expected to come in under 2017 Actual. 2019 Dues are based on 2018 projections plus the 2.1% CPI increase.

AGD Benefits Plus Royalties – Corporate Relations was brought back in-house in 2018. Non dues revenue will be an area of focus in 2019, the budget reflects these efforts.

Partnership Administration – It is difficult to compare year-over-year revenues as revenues were recorded in the areas that were supported. For example, if a Sponsor gave money for lanyards the revenue portion was recorded in Scientific Session, making it appear that revenues were behind budget. A new methodology has been implemented in 2017 where the revenues are being recorded in Partnership Administration and then allocated out to the various programs. As non-dues revenue continues to be an area of focus, the 2019 budget reflects those efforts.

Communications – Revenues are targeted between 2016 and 2017 levels as we focus on advertising and the rebrand of the website to develop income streams.

Dental Education – PACE continues to come in ahead of budget and accounts for a majority of the increase in DE Revenues.

1 Scientific Session – Due to the location of the Scientific Session in 2019 as well as implementing
 2 new revenue opportunities including, Live Patient on the Exhibit floor increased revenues in
 3 2019.

4
 5 Other Revenue – 560 W Lake Street Revenues are based on the BBBS lease, other revenues are
 6 reimbursements for a prorated portion of common building expenses.

7
 8 **EXPENSES**

9 Salaries and Benefits – Salaries are included in each area’s administrative expenses. In 2018 an
 10 up to 3% increase was given to personnel depending on their performance standards. Below is a
 11 chart showing the increase in Personnel expenses year over year. This chart takes into account
 12 the lack of an Executive Director in 2016 and 2017 as well as departments that were outsourced
 13 in order to make an apples to apples comparison. 2019 Budget is 2% below 2018 Budget and is
 14 consistent with year over year as a percent of total Revenue.

PERSONNEL EXPENSES	Full Year			
	2016 Act	2017 Act	2018 Bud	2019 Bud
Salaries & OT	\$4,075,331	\$4,263,063	\$4,896,598	\$5,135,476
Benefits/Taxes	1,086,982	1,104,483	1,322,406	1,500,765
Temporary Staff	590,758	297,345	26,239	39,600
Outsourced	48,408	220,837	406,000	0
IST - in House	133,650	134,090	137,894	0
<i>If ED was on Board (Sal & Benis)</i>	<i>317,500</i>	<i>317,500</i>		
Total Expense	6,252,629	6,337,318	6,789,137	6,675,841
Percent Increase YOY		1%	7%	-2%
Percent Increase from 2017 Actuals				5%
Percent of Total Revenue	45%	45%	45%	45%

15
 16 Partnership Administration – These expenses represent direct costs associated with executing
 17 sponsorship programs not already included in other areas of the budget.

18
 19 Constituent Services – The Leadership Training at the Scientific Session was removed from the
 20 budget. The Board is waiting to receive a business plan and budget for a future Leadership
 21 Symposium.

22
 23 Communications – 2019 Budget includes *Impact* circulation at 11 times a year versus 12 times a
 24 year previously. Monies were also increased for the Website which requires support and
 25 upgrades, very little was budgeted in previous years. Less dependence on a PR firm reduces
 26 costs in Media Relations. Public Education dollars were reduced and corporate relationships will
 27 be sought out for PR efforts. An open position was eliminated and Readership survey was moved
 28 to every three years instead of two.

29
 30 Dental Education – The decrease from 2018 Budget is due to in-house positions that were doing
 31 Meetings work being moved to the newly created in-house Meetings Department. In addition,
 32 increased costs associated with Convocation venue offset some of the decrease.

33
 34 Scientific Session – Costs for Scientific Session are venue specific. The increase cost is
 35 exposition space correlates to revenue and is a rough estimate based on the site visit conducted
 36 earlier this year. In addition, Meetings Department, outsourced in 2017 was brought back in

1 house during 2018. Positions, previously in Education Administration were transferred to
2 Meetings.

3
4 Public Affairs – A reduction in Allied Meetings costs account for the majority of the variance
5 between 2018 Budget and 2019 Budget. 2018 did not include the full year salary for a Manager
6 position hired in 2016. Actual are contingent on travel costs as well as participation.

7
8 Councils and Committees – The reduction in expense from 2018 Budget is due to changing the
9 in-person Council Chair training to a Zoom call. Board training was well received in this format
10 in 2018. Actuals are contingent on travel costs as well as participation.

11
12 Governance – Several items were reduced from the 2018 Budget including but not limited to,
13 removing in-person Board dinner subsidies, reducing administrative support reimbursement,
14 eliminating in-person Board trainings, and removing the HOD spousal event. Actual costs are
15 contingent on hotel and airlines costs as well as participation.

16
17 Administrative Overhead

18 Office of the Executive Director – 2018 Budget included \$50K for strategic planning. A
19 position budgeted in 2018 for meetings personnel was moved in 2019 to the Meetings
20 Department but was subsequently cut from Meetings due to budget constraints.

21
22 Office Services – 2019 Budget includes bringing Office Services back in-house which
23 accounts for the majority of the positive variance.

24
25 Human Resources – Reduction of tuition reimbursement program as well as reducing
26 funding for the staff outing accounts for the savings between 2018 and 2019 budgets.

27
28 Finance – Finance includes the Board contingency fund, 2018 fund was approximately
29 \$75K higher than 2019 Budget. Offsetting this decrease, are increases in credit card fees
30 and depreciation which are budgeted in the Finance Department.

31
32 Information Technology – Increase in maintenance and vendor costs account for the
33 increase from 2018 and 2019 Budget.

34
35 560 W Lake Street – Approximately \$100K of the increase from 2018 Budget to 2019
36 Budget is due to increased property tax liability. 2019 Budget is more in line with 2017
37 actuals.

38
39 Corporate Relations – The majority of the decrease from 2018 Budget is due to bringing
40 the Department fully in-house. 2018 Budget included outsourcing costs.

1 **Editor's Annual Report**
2 **2017-2018**

3
4 As of July 17, the Editor and the Academy of General Dentistry (AGD) Communications
5 department had the following updates to report:
6

7 **Publications**

8
9 **AGD Impact**

10
11 **2018 Highlights**

12 With *AGD Impact*, we have continued to provide a mix of news that is relevant to the profession
13 and stories that highlight the unique abilities of our members. We constantly strive to bring in
14 new voices (as evidenced by five new Member Spotlights) and seek out new topics on which to
15 base well-researched and thought-provoking articles.
16

17 Member engagement efforts have showcased the varied and diverse voices of our members:
18 Sound Off and Member Spotlight have featured over a dozen voices

19 ***Opinions in Sound Off:*** Scott Frederick, DDS; Mai-Ly Duong, DMD, FAGD; Steven A.
20 Ghareeb, DDS, FAGD; Angela Toy, DDS, FAGD; Emily Hobart, DMD; Randy Huffines, DDS,
21 FRCS(ED); Marie M. Jackson, DMD; Partha Mukherji, DDS, FAGD; Adam Hodges, DDS

22 ***Dentists featured in Member Spotlight:*** Omowumi Ladipo, DDS, FAGD; Jarred Donald, DDS,
23 FAGD; Kay Jordan, DDS, MAGD; Aldo Miranda-Collazo, DMD; Quan Ma, DMD
24

25 New contributors so far this year include:

26 Pamela Marzban, DDS, FAGD, LVIF, dentist with emergency preparedness experience who
27 provides cosmetic services to patients in Burke, Fairfax, Fairfax Station and the surrounding
28 Northern Virginia communities

29 Lisa Knowles, DDS, international speaker and writer who focuses on leadership and business
30 communication development

31 Jamie Toop, DDS, dentist in Las Vegas and current faculty member for the PDS Institute

32 Michal Christine Escobar, Chicago-based freelance writer
33

34 The Editorial team is working to coordinate collaborations with the American College of
35 Dentists and representatives from Health Resources and Services Administration.
36

37 **General Dentistry**

38
39 **2017 Submissions**

40 In 2017, we received 222 manuscripts and accepted 77 for publication, placing our rejection rate
41 at 65%. As of April 19, 2018, we have received 70 manuscripts. Of the 48 that have completed
42 the peer review process, 14 were accepted, placing the acceptance rate at 29.2% for 2018. (This
43 rate will likely rise as revised manuscripts are accepted: The rate does not include provisionally
44 accepted manuscripts.)
45

1 The bulk of submissions continue to come from Brazil (50.6%), the United States (28.6%), and
2 India (11.0%), while various other countries represent a small proportion of manuscripts
3 submitted (9.8%). Our total acceptance rate from 2014 to present is 41.2%.

4 5 **Columnist Recruitment Efforts**

6 We have recruited two new columnists for our Oral Diagnosis column, Dr. Galal Omami, whose
7 first column appeared in the March/April 2018 issue, and Dr. Tanya M. Gibson, who is
8 scheduled to contribute to the July/August issue.

9
10 Our efforts to recruit a new Ethics columnist are ongoing. We have had several candidates, but
11 none has passed the peer-review process for columns. In the meantime, our respected former
12 columnist, Dr. Toni Roucka, has submitted some columns on the subject.

13 14 **2018 Collaboration Update**

15 In 2018, *General Dentistry* will partner with the American Academy of Pediatric Dentistry to
16 produce a special issue emphasizing pediatric dentistry. The special issue will run in the
17 November/December 2018 issue. We worked with Dr. Paul Casamassimo, AAPD's Chief Policy
18 Officer, to compile a list of topics and recruit authors.

19 20 ***General Dentistry* recognized for excellence**

21
22 *General Dentistry* was recognized by the Association Media & Publishing EXCEL Award for its
23 **Feature Article** category for "Nerve damage in dentistry," by M. Anthony Pogrel, DDS, MD,
24 published in the March/April 2017 issue. *General Dentistry* was also awarded an EXCEL in the
25 **Design Excellence** category, recognizing the journal's "use of images and design that draws the
26 reader into the text" for the complete run of 2017 issues.

27 28 **2017 Readership Survey Results**

29
30 AGD commissioned Signet Research to conduct a survey of its members in the fall of 2017. The
31 survey's two key objectives were:

32 To understand how AGD members consume the content of its two printed publications (*General*
33 *Dentistry* and *AGD Impact*), their satisfaction with the publications' current content, and their
34 content preferences;

35 To obtain a profile of each publication's readers and of the AGD membership overall, including
36 their buying power and the ways they make decisions about their practices.

37
38 The study was intended to inform the publications' editors about their readers' needs and levels
39 of engagement and to provide the publications' sales teams with data to position the publications
40 for potential advertisers.

41 42 **Methodology**

43 The data for this survey were gathered through an online questionnaire, on which Signet worked
44 closely with AGD. The questionnaire contained questions for all currently-practicing dentists
45 who belong to AGD, a block of questions for readers of *AGD Impact* (defined as having read or

1 looked through a printed or digital issue in the prior six months), and a block of questions for
2 readers of *General Dentistry*. Those who did not check that they belong to the Academy of
3 General Dentistry were screened out. Those who checked that they were not dentists or were
4 retired were also screened out.

5
6 Signet sent 34,451 invitations to the online survey and 2,584 responded. The findings of this
7 survey may be accepted as accurate, at a 95% confidence level, within a sampling tolerance of
8 approximately +/-1.9%.

9
10 Active (i.e., non-retired) AGD members are divided almost evenly into three groups: About one
11 third are solo practitioners (34%), another third are in group practices (36%), and the remainder
12 are in other positions (e.g., corporate, public health, military), including 10% who are students.
13 Single-office practices are the norm among practicing AGD members, with 21% of them having
14 two more offices, and 31% of those in group or corporate practices belonging to a multi-office
15 practice. The median number of patients they see is just over 50 per week (54.1), with about 13%
16 seeing double that number. Solo practitioners' median gross revenues are about \$750,000 per
17 year, while the median for group and corporate practices is \$1.47 million. The average group or
18 corporate practice consists of 4.0 dentists.

19
20 The members' average age is just under 44 (43.9), and they have been practicing for an average
21 of 17.4 years. Just over one third of them (36.7%) are women. Nearly all of them live in the US
22 (94.5%), with most of the rest in Canada (4.9%). Almost all of the practicing AGD members
23 (95.4%) are general dentists, with fewer than 1% in any particular specialty (such as cosmetic
24 dentistry).

25 26 **Decision-making**

27 Dentists belong to AGD spend an average of \$85,650 per year on dental equipment, supplies and
28 services; over one quarter of them (29.1%), including close to half of those in corporate or group
29 practices (44.3%) spend at least \$100K. The vast majority of the dentists in corporate or group
30 practices have at least some role in their practice's purchasing decisions. Nearly one third
31 (30.5%) approve purchases, while half (52.4%) evaluate, recommend, or specify what should be
32 bought. About one third are indirectly involved in purchase decisions (33.1%), while only 14.5%
33 are not involved at all in them.

34
35 Within about half of the corporate and group practices, there is internal consultation among the
36 practice's members, with 36.1% saying some members are consulted and 15.2% saying all
37 practice members are consulted. For another 43%, there is little internal consultation (21% with
38 two people in the practice making the decision and 22% with only one practice member making
39 the purchase decisions).

40
41 The products and services whose purchases they are most involved in are dental supplies (79.2%
42 of those in group or corporate practices), dental equipment (77.1%), and "new technologies or
43 state-of-the-art techniques (73.1%). The expenditures in which they are least involved in making
44 decisions are non-specialized products and services, such as regular office supplies (44.1%) and
45 facilities services (44.5%).

1
2 **Professional media usage**

3 The three sources of information that AGD members rely on most to stay informed about
4 products, technology, and services are print/digital publications (88.1%), events/conferences/
5 courses (78.2%), and Websites (72.1%). All of the other sources asked about in the study are
6 used by less than half of the respondents.
7

8 Aside from AGD’s two publications, the publications that AGD members read most avidly are
9 *The Journal of the American Dental Association* (of which 57.1% read at least three out of every
10 four issues) and *ADA News* (52.5%). The other publications asked about in the survey, such as
11 *Dental Economics*, *Compendium of Continuing Education in Dentistry*, and *Dental Products*
12 *Report*, are read regularly (at least 3 out of every 4 issues) by less than half of AGD members.
13 Just 2% read at least three out of every four issues of *Dental Tribune*. Aside from AGD’s Web
14 site, the most-visited site among AGD members is ADA.org, which just over half of them
15 (53.6%) say they have visited in the prior three months. Dentaltown.com has been visited by
16 42.7% of the members in the prior three months. Each of the remaining five sites asked about in
17 the study had been visited by less than one fifth of the members who responded to the survey.
18

19 E-newsletters ranked fifth among the sources of information on which AGD dentists relied, with
20 35.2% using them (behind Webinars, with 46.5%). The two most-read dental newsletters were
21 AGD Impact and General Dentistry (with 46.5% and 43.4%, respectively having read or looked
22 through these newsletters in the prior three months). The other newsletters are read by less than a
23 quarter of the membership. The least-read newsletter is AGD Briefing/Leader Insider, with just
24 5.4% having read it in the prior three months.
25

26 **Usage of AGD Website**

27 More AGD members visit the organization’s Web site, AGD.org, than visited any other dental
28 Web site (69.3%). A majority of the site’s users (58.0%) visit it at least once a month, with less
29 than one in ten (8.8%) going there every week. Reaction to the site’s redesign was broadly
30 positive, with those who liked it outnumbering those who didn’t by a four to 1 margin (62.1% to
31 15.6%). There were more visitors who liked it somewhat (42.3%) than liked it “very much”
32 (19.8%), while just over one fifth (22.3%) hadn’t noticed the redesign.
33

34 Tracking their CE is by far the most common purpose of visiting ADG.org: Two-thirds of the
35 Web site’s visitors say it is what they are looking for most often when visiting the site. The next-
36 most common purpose for visiting is finding a CE program, with 16.1% looking for this most
37 often when they visit the site. All of the other possible motivations for visiting ADG.org were
38 cited by fewer than three percent of all respondents.
39

40 The Editor is honored to partner with the Communications department. The efforts of the entire
41 department reflect the common goal of moving the AGD forward in all areas of communication.
42

43 Respectfully submitted,



1
2 Roger D. Winland, DDS, MS, MAGD
3 Editor

4
5 -----Original Message-----
6 From: Roger Winland [mailto:rwinland@compuserve.com]
7 Sent: Tuesday, July 17, 2018 10:44 AM
8 To: Kristin Gover <Kristin.Gover@AGD.org>
9 Subject: RE: Editor Report for 2017-18 v 1

10
11 Looks ok Thanks Roger

12
13
14
15
16

Group Benefits Council Annual Report

1. The Group Benefits Council shall consist of six (6) members, including the chairperson.
2. It shall be the duty of the council:
 - a. To monitor on a continual basis those group membership benefits offered by the AGD to determine their appropriateness for inclusion in the group benefit programs;
 - b. To identify, evaluate, and recommend group benefit programs to the Board which will provide added value to AGD membership;
 - c. To choose the vendors for the AGD's group benefit programs subject to the approval of the AGD's Board.
 - d. Group Benefits may be in the form of a member discount, special availability, or revenue to the AGD.
 - e. To collaborate with input from other Councils when considering AGD member benefits to be a part of the affinity program.
3. To adhere to the Sunset Review Process and Schedule outlined in Policy Type V.: Board Policy Statements.
4. Each Council and Committee shall evaluate the revenues and expenses pricing of all its programs and services annually as part of the budget process. Additionally, each Council and Committee shall provide a complete revenue and expense analysis to the Board at Board Meeting IV at least every three years, beginning 2019.
5. AGD staff will send out to each council, committee, or other agency member along with any member collaborating on any AGD business the Code of Conduct form to be completed by said individual at the beginning of each governance year. Each covered individual will submit to their staff liaison an accurately completed form, including particular attention paid to any companies that may have remunerated said covered individual and subsequently reported such remuneration to the federal government's reporting structure under the Sunshine Act. The staff liaison will compile all of their individual's forms, and share them with their chairperson and also the executive office staff, who will in turn, forward them to the Audit Committee for further review.

Highlights of the Year

The Group Benefits Council continued to evaluate the Academy of General Dentistry's (AGD) portfolio of group benefit programs while assessing the success of the program and searching for new potential providers.

1 Under the leadership of the Group Benefits Council, the Affinity program generated a revenue of
 2 more than \$591,000 in 2017.
 3

Goal	Results
1. Increase Affinity program non-dues revenue by 5% over final 2015 numbers (\$582,000). Goal is \$611,100.	The final revenue for 2017 totaled \$591,000. This did not meet the projected goal. A few of the new affinity programs have not met expectations.
2. Implement student loan refinancing program and hold event with chosen provider to launch program to students.	Earnest was secured as a provider in 2015. However, the program is not generating royalty income, and they do not take advantage of marketing opportunities. Subsequently, a new RFP will be going out soon to look for a replacement providers.
3. Adjust marketing approach to focus on career path benefits for members. Increase resumes from students/new grads in Career Center.	With the launch of the new website and branding, a 'career stage' segmented marketing approach has been implemented.
4. Develop tool-kit for constituents to utilize at regional meetings to promote Affinity providers. Have presence of affinity provider at five (5) regional events.	A toolkit of promotional resources is available on the CST website.
5. Develop criteria to assess and vet Affinity Program providers to be utilized by Group Benefits Council.	Criteria to vet and assess affinity providers was developed by the Group Benefits Council and approved by the Board.

4
 5 **AGD Affinity Program Updates**

6 The Group Benefits Council continues to monitor all contracts for the AGD Affinity program.
 7 Below are the current contract statuses by contract renewal date:
 8

AGD Exclusive Benefits Contract Calendar – July 2018			
PROGRAM	LETTER TO TERMINATE	RENEWAL DATES	CONTRACT START DATE
Healthy Paws	180 days prior	December 31, 2018	March 9, 2016
CareCredit	60 days prior	December 31, 2022	January 1, 2014
HotelStorm	60 days prior	February 6, 2019	February 6, 2017
Dental Card Services	60 days prior	April 18, 2021	May 29, 2015
HBI	180 days prior	January 1, 2019	January 1, 2016
All-Star Dental Academy	60 days prior	May 17, 2019	May 12, 2016
Dentist’s Advantage	180 days prior	December 31, 2019	May 18, 2015
The Online Practice/Officite	60 days prior	March 25, 2019	March 25, 2014
Liberty Mutual	90 days prior	June 2, 2019	June 2, 2012
Earnest	60 days prior	June 3, 2019	June 3, 2016
Boxwood	30 days prior to termination	Auto renews every year	April 7, 2014
Windfall	60 days without cause	June 6, 2020 autorenews for one additional year	June 6, 2018

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2017/2018 Marketing Efforts

With the launch of a new AGD website and re-brand in July 2017, a new program name, ‘Exclusive Benefits’, was adopted to better reflect the offerings. ‘Exclusive Benefits’ is highlighted on the homepage of the agd.org website. The Marketing Department continues to utilize eblasts, publications, social media, digital advertising and constituent engagement to promote Exclusive Benefits to AGD members and non-members alike. Promotion is centered on four specific segments of AGD members: Students, New Dentists, Mid-Career Dentists and Experienced Dentists. Current Website traffic to the Exclusive Benefits site has tremendously increased. Total visits to the site have more than doubled and unique visits to the site have increased 50%.

New Program Launches

In 2018 the Affinity Program added Windfall, which consists of a suite of nine separate companies that offer discounts: Office Depot, ADP, FedEx, Avis/Budget Car Rental, Sterling Talent Solutions, Accountingdepartment.com, Transworld, 4Imprint, and Entertainment Benefits Group. Office Depot offers a royalty to AGD.

The program also renewed three contracts: Dental Card Services, HotelStorm and Healthy Paws.

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Prospects

Under the direction of the Group Benefits Council, staff will investigate providers in the following areas: new student loan service refinancing provider, a potential reestablishment of a patient management software program, a cyber insurance carrier, and a new education training program.

Conclusion

The Group Benefits Council continually evaluates program participation, royalty generation and overall member satisfaction with programs provided. The council will continue to look at better ways to provide benefits to members that they desire. The council will continue to evaluate marketing campaign and new business opportunities to maintain and exceed revenue expectations for the program.

Respectfully submitted:
Dr. Joseph Belsito, Chair
Dr. Puneet Aulakh
Dr. Anca Bordeianu
Dr. Kimberly Denton
Dr. Eric Morse
Dr. Amit Patel

Responsible Council/Committee Chair & Staff Liaison

Dr. Joseph Belsito, DDS, FAGD, Group Benefits Council Chair
519.258.1240 – p
jbelsito@cogeco.net

Bart Lewin, Director, Corporate Relations
bart.lewin@agd.org

Chair Approval

Hi Bart,
I approve this report,
kind regards,
joseph
July 11, 2018

Division Coordinator Approval

I approve this report
Elizabeth A. Clemente, DDS
July 12, 2018

Board Liaison Approval

I have read and approve this report. Thank you.

1 Eric N. Shelly
2 Board liaison group benefits council
3 July 10, 2018
4
5

1 **AGD Program Evaluation**



3
4 Program Name: Group Benefits Council

5
6 Charge: 1. The Group Benefits Council shall consist of six (6) members, including the
7 chairperson.

8
9 2. It shall be the duty of the council:

10
11 a. To monitor on a continual basis those group membership benefits offered by the
12 AGD to determine their appropriateness for inclusion in the group benefit programs;

13
14 b. To identify, evaluate, and recommend group benefit programs to the Board which
15 will provide added value to AGD membership;

16
17 c. To choose the vendors for the AGD's group benefit programs subject to the approval
18 of the AGD's Board.

19
20 f. Group Benefits may be in the form of a member discount, special availability, or
21 revenue to the AGD.

22
23 g. To collaborate with input from other Councils when considering AGD member benefits to be
24 a part of the affinity program.

25
26 3. To adhere to the Sunset Review Process and Schedule outlined in Policy Type V.: Board
27 Policy Statements.

28
29 6. Evaluate the pricing of all programs and services annually during the fall (at the Joint Council
30 Meetings I if meeting) to be included as part of the budget process and provide a complete pricing
31 analysis to the Board at the Board Meeting III at least every three years.

32
33 7. AGD staff will send out to each council, committee, or other agency member along with any
34 member collaborating on any AGD business the Code of Conduct form to be completed by said
35 individual at the beginning of each governance year. Each covered individual will submit to their
36 staff liaison an accurately completed form, including particular attention paid to any companies
37 that may have remunerated said covered individual and subsequently reported such remuneration
38 to the federal government's reporting structure under the Sunshine Act. The staff liaison will
39 compile all of their individual's forms, and share them with their chairperson and also the
40 executive office staff, who will in turn, forward them to the Audit Committee for further review.

41
42
43 Council Formation: 1975

1 Description: Reviews existing service offerings. Cancels benefits which they determine are no
2 longer effective. Discusses and analyzes new potential services, and provide
3 recommendations for relevant providers. Reviews marketing efforts to promote
4 existing group benefit services.
5

6
7 Goal(s): Maximize non dues revenue; offer relevant and cost effective services for members;
8 enter into relationships with companies that offer high quality, reasonably priced
9 products and services. Help retain membership by providing valuable services.
10

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16 Financial Impact: Revenue
17 2015 \$585,000
18 2016 \$584,000
19 2017 \$592,000
20

21 Participation/Relevance: Meets twice per year in person, and via conference call as necessary. Maintains
22 regular communications via Connect.
23

24
25
26 Qualitative Review: Bart Lewin – Staff Liaison comments: The Group Benefits Council offers an
27 opportunity for new dentists to become involved in AGD. They are motivated to
28 create effective new services and to improve the overall success of AGD. The
29 members need staff to help them stay focused on the programs that can lead to bigger
30 results, and to recognize when a program is not successful and can be eliminated.
31 This Council can be a good training ground for new dentists who can work their way
32 up to serving as AGD leaders in the future, while also helping to identify successful
33 programs.
34

35 Council Input: Volunteer council members feel the council is a diverse resource
36 bringing different experiences to the table. Council’s mission is vital to AGD
37 because of their focus on building new revenue sources. Feel their council is unique
38 focusing on getting services that members want and need. They felt the size of the
39 group (six) is ideal to remain agile, flexible and efficient. Six members also requires
40 more than a simple majority to make decisions, which ensures a solid majority of
41 council members agree on a proposal.
42

43 Council charges were reviewed and left unchanged. The council reviewed the charge
44 to ensure it fit the current AGD strategic plan, and milestones as they apply to the
45 council.
46

47 Addl. Information:

48
49 Recommendation: Maintain the Group Benefits Council. Keep it at the same size.
50

Investment Committee Annual Report

1. The Investment Committee shall consist of three (3) voting members who will serve three-year (3) terms by appointment of the incoming President, with Investment Committee guidance, and Board approval. Individuals do not have to be members of the Budget and Finance Committee, nor on the Board, but must have a financial background to be qualified for appointment. The Treasurer shall serve as a consultant to the Investment Committee. The Investment Committee shall have a fourth non-voting member whose purpose is to learn the functions and methods utilized by the Investment Committee until there is an opening on the Investment Committee. This member shall be appointed by the incoming President, with Investment Committee guidance and Board approval. At that time, the member may become a voting member subject to above approval process and have the regular member term limits and responsibilities.

The fourth non-voting member may become a voting member, after successfully serving for two years, with approval of the voting members. Once the member is approved:

- a. A $\frac{3}{4}$ majority vote will be required on all decisions
- b. A response time limit of 72 hours will be implemented. After the time has expired and if there are three votes registered, the remaining member that did not respond is registered as “absent” and the proposal moves forward according to the three votes. The committee will document who participated in the vote. If any member needs more time to evaluate the proposal, a time extension may be requested. Habitual failure to participate may be grounds for removal from the committee.
- c. Should a member leave for any reason, or be unavailable for any period of time, the committee shall revert to the original format of three members with a unanimous vote required on all decisions.

The Investment Committee is expected to provide advice on the Investment Fund in a manner consistent with this Investment Policy Statement (IPS) and in accordance with state and federal law.

The Investment Committee shall be responsible for:

- a. Designing, recommending, and implementing an appropriate plan consistent with the investment objectives, time horizon, risk profile, guidelines, and constraints outlined in this statement;
- b. Recommending an appropriate custodian to safeguard the AGD’s assets;
- c. Identifying specific assets and investment managers within each asset category;
- d. Ensuring that the custodian provides the Investment Committee with a current prospectus, where applicable, for each investment proposed for the Investment Fund;
- e. Monitoring the performance of all selected assets;
- f. Recommending changes to any of the above;
- g. Voting proxies accordingly to the guidelines and restrictions outlined herein when applicable and otherwise according to its best judgment;

- 1 h. Periodically reviewing the suitability of the investments for the AGD, being
2 available to meet with the Board at least annually and at such other times within
3 reason at the AGD's request;
- 4 i. Preparing and presenting appropriate reports.
- 5
- 6 2. To adhere to the Sunset Review Process and Schedule outlined in Policy Type V.: Board
7 Policy Statements.
- 8
- 9 3. Each Council and Committee shall evaluate the revenues and expenses of all its programs
10 and services annually as part of the budget process. Additionally, each Council and
11 Committee shall provide a complete revenue and expense analysis to the Board at the Board
12 Meeting IV at least every three years, beginning 2019.
- 13
- 14 4. AGD staff will send out to each council, committee, or other agency member along with any
15 member collaborating on any AGD business the Code of Conduct form to be completed by
16 said individual at the beginning of each governance year. Each covered individual will
17 submit to their staff liaison an accurately completed form, including particular attention paid
18 to any companies that may have remunerated said covered individual and subsequently
19 reported such remuneration to the federal government's reporting structure under the
20 Sunshine Act. The staff liaison will compile all of their individual's forms, and share them
21 with their chairperson and also the executive office staff, who will in turn, forward them to
22 the Audit Committee for further review.
- 23

24 The Investment Committee has met twice during this 2018 fiscal year. At AGD Headquarters in
25 March 2018, at the Scientific Session in New Orleans on June 6, 2018 and has another face-to-
26 face meeting scheduled for November 2018. At the meetings, the committee reviewed the
27 Investment Policy Statement and composition of the portfolios.

28

29 At the 2017-2018 2018 Board Meeting II, the Board approved the changes recommended by the
30 Investment Committee to the Investment Policy Statement (IPS). The most significant of these
31 changes was the creation of two new Accounts: Building Account and Competitive Advantage
32 Account (CAA). The accounts start off with a balance of \$700K and \$300K respectively, funded
33 by monies transferred from the now dissolved Project Account. The balance of the Project
34 Account (\$1.5M) became part of the Operating Account per reasons outlined in the 2017
35 Investment Committee Annual Report.

36

37 The Building Account was set up to provide for capital expenditures related to improvements of
38 the building. This account will be funded from year-end operating surpluses, 50% of which go
39 to this account. Once the Building Account reaches \$1.5M, the 50% surplus will revert to the
40 Reserve Account. Accessing this account requires a simple majority vote by the Board.

41

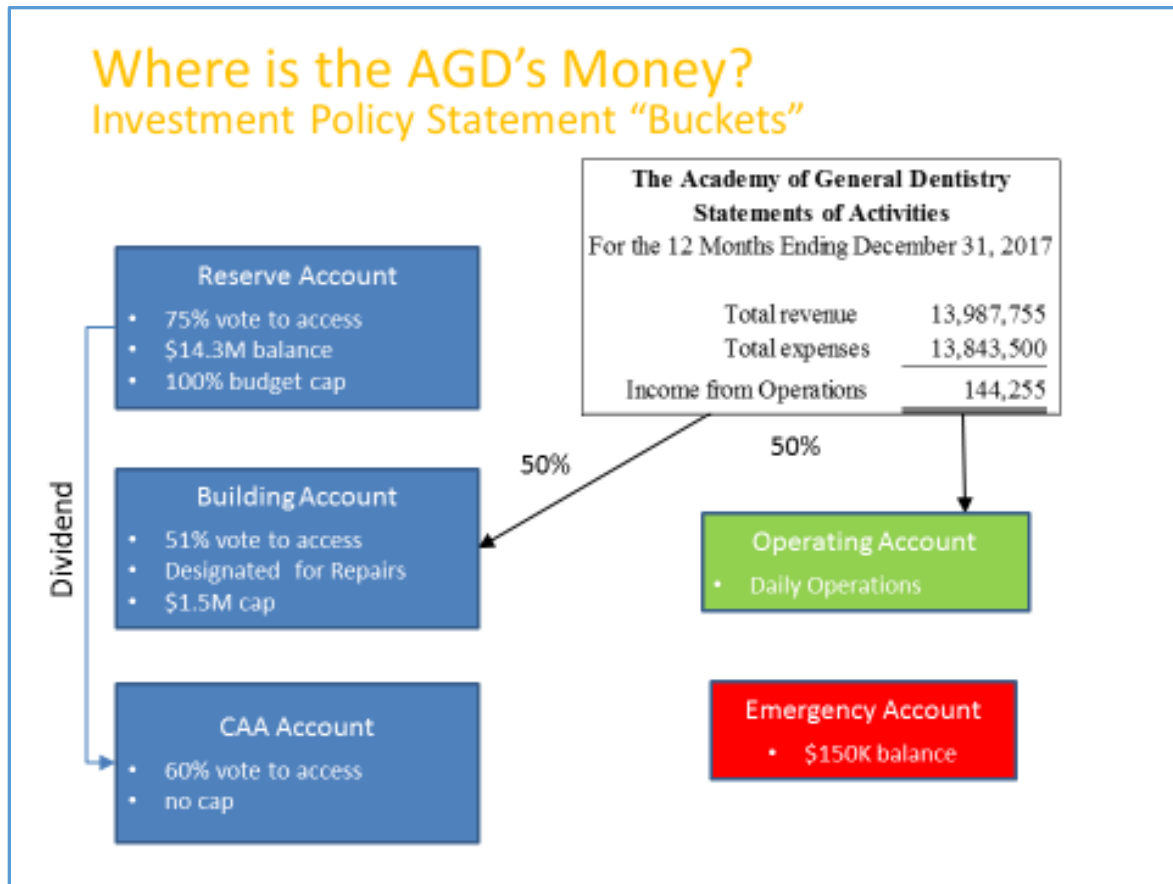
42 The Competitive Advantage Account (CAA) is designated to fund AGD-wide initiatives. The
43 CAA is funded by the annual Reserve Distribution (also known as the Investment Fund
44 dividend). The CAA provides a mechanism to access funds to grow the organization. Accessing

1 this account requires a super-majority vote (60%). CAA initiatives require a business plan if over
2 \$50K, otherwise, at a minimum, answers to the following questions must be included in the AIR:

- 3 • What is the purpose of the initiative?
- 4 • What is the bottom line impact to the AGD? Examples are:
 - 5 ○ This will increase revenues by 2% because of ...
 - 6 ○ This will not directly impact revenues but will create a mechanism to do “x” that
 - 7 will improve efficiency and therefor free up staff time.
 - 8 ○ This initial investment will ultimately decrease expenses by \$10K a year because
 - 9 of...
 - 10 ○ This will allow us to be able to do “x” which is necessary to complete strategic
 - 11 initiative “y”...
 - 12 ○ This is a two year pilot program designed to increase membership with no impact
 - 13 to revenues expected until year two.
- 14 • What will be measured and during what time interval?
- 15 • Who will be held accountable (Council and related staff)?

16 An AIR will be forthcoming outlining these requirements.

17
18 Below is a pictorial graph outlining the different accounts and how they are funded:
19



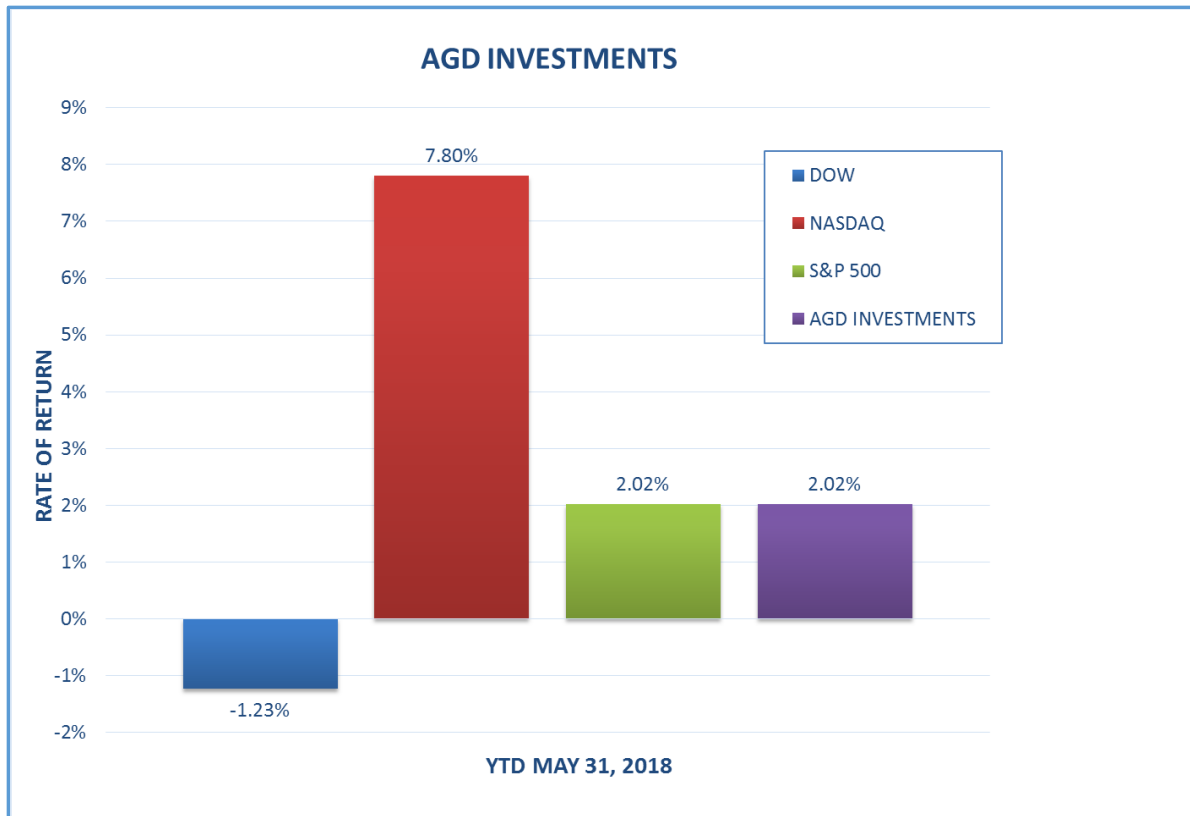
20
21

1 For the first five months of 2018, the overall AGD investment portfolio has shown a gain of
2 2.02% which is higher than the Dow (down 1.23%), the same as the S&P 500 (up 2.02%), and
3 lower than NASDAQ (up 7.80%) indices. When broken into its components, the Reserves had a
4 gain of 2.35% and the Project Account had a gain of 0.19%. The Reserve account represents the
5 investment committee's primary value-based philosophy while maintaining a diversified
6 portfolio for protection. The Project account has been maintained in cash to preserve the capital
7 so that the balance could be split into the Building, CAA and Operating accounts upon the
8 receipt of the completed audit report. This reduces the return that the account realizes due to the
9 low return experienced on cash accounts.

10
11 While the AGD's money manager (Great Lakes) had been performing well in the Large Cap
12 arena, through May they posted YTD losses of 3.51%. In addition, their YTD gains through
13 May in the Small Cap arena of 1.53% continue to be lower than gains posted by the Reserve
14 portfolio's Small Cap instrument (currently 2.59%). Due to these factors, the Committee voted to
15 release Great Lakes and absorb the liquidated funds into the Reserve Account to be managed by
16 the Investment Committee. The current passive portfolio investment strategy fulfills the need to
17 have a back-up if something were to happen to the Investment Committee members.

18
19 Maintaining a diversified portfolio to reduce risk and volatility to the portfolio has been a
20 primary focus of the committee. In comparison to its benchmark diversified portfolio, the
21 Investment Committee has exceeded expectations consistently over its long-term timeframe. The
22 Committee is able to produce these results due to a value-driven model investment philosophy
23 with its core benchmarking and satellite approach that produces superior results over extended
24 periods.

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The Investment Committee is continually in the process of analyzing current and potential investment holdings to enhance the performance of the portfolio. A holding is only added to the portfolio with a unanimous approval of the Investment Committee, unless there is a fourth voting member whereas a ¾ majority approval of the members of the Investment Committee is required. The fourth non-voting member may become a voting member, after successfully serving for two years, with approval of the voting members. In February 2018, Dr. Michael Lew was voted in as the fourth Committee Member.

Please note that it is the policy of the Investment Committee to keep the investment holdings of the AGD portfolio private and confidential. Full disclosure could adversely impact AGD’s portfolio as well as the individual investor as they do not know when we move into and out of a position. Full disclosure is made to the Board, who are instructed of the private and confidential nature of the information.

Respectfully submitted:
 Dr. John Portwood, Chair
 Dr. Bryan Edgar
 Dr. Richard Knowlton
 Dr. Michael Lew
 Dr. Mohamednazir Harunani, Treasurer (Consultant)

1 Ms. Christa Ojeda, Chief Financial Officer (Consultant)

2

3 **Responsible Committee Chair and Staff Liaison**

4 John Portwood, DDS, MS, MSF, CFP®, ChFC, CLU, MAGD

5 Chair, Investment Committee

6 225.766.8278 - p

7 225.767.7226 - f

8 jwpdds@bellsouth.net

9

10 Christa Ojeda, CPA

11 Chief Financial Officer

12 312.440.4315 - p

13 312.335.3452 - f

14 Christa.Ojeda@agd.org

15

16

17

18

19

Membership Council Annual Report

- 1
- 2
- 3
- 4 1. The Membership Council shall consist of eight (8) members, including the chairperson.
- 5
- 6 2. It shall be the duty of this council:
- 7
- 8 a. To provide guidelines for accepting and retaining members in the AGD and to assist
- 9 the various constituent and component AGDs in implementing these guidelines when
- 10 necessary;
- 11
- 12 b. To determine whether an exception should be granted to an active member for failure
- 13 to comply with the requirement that seventy-five (75) hours of continuing education
- 14 be taken within the last three-year period, as embodied in Chapter 1, Section
- 15 1.A.4.a.of the Bylaws, and for associate members in accordance with Chapter 1,
- 16 Section 1.D.3.of the Bylaws. This council has the authority to grant exceptions to this
- 17 continuing education requirement in accordance with policy established by the Board;
- 18
- 19 c. To periodically review qualifications for membership and recommend appropriate
- 20 changes to the Board and HOD;
- 21
- 22 d. To plan, develop, and coordinate membership recruitment programs and assist in
- 23 implementing them on a national, constituent, and component level;
- 24
- 25 e. To plan, develop, and coordinate student membership recruitment and retention
- 26 programs and assist in implementing them on a national, constituent, and component
- 27 level;
- 28
- 29 f. To study and make recommendations upon all matters pertaining to international
- 30 activities, with the exception of those delegated to the Scientific Meeting Council in
- 31 these Bylaws;
- 32
- 33 g. To act upon an application for associate membership from those areas where there is
- 34 no constituent AGD;
- 35
- 36 h. To determine the form to be used for membership applications.
- 37
- 38 i. To help develop and administer, in conjunction with the International Membership
- 39 Committee and New Dentist Committee, any other programs, initiatives, and services
- 40 when so directed by the HOD, or Board;
- 41
- 42 3. To adhere to the Sunset Review Process and Schedule outlined in Policy Type V.: Board
- 43 Policy Statements.
- 44

- 1 4. Each Council and Committee shall evaluate the revenues and expenses of all its programs
2 and services annually as part of the budget process. Additionally, each Council and
3 Committee shall provide a complete revenue and expense analysis to the Board at the
4 Board Meeting IV at least every three years, beginning 2019.
5
- 6 5. AGD staff will send out to each council, committee, or other agency member along with
7 any member collaborating on any AGD business the Code of Conduct form to be
8 completed by said individual at the beginning of each governance year. Each covered
9 individual will submit to their staff liaison an accurately completed form, including
10 particular attention paid to any companies that may have remunerated said covered
11 individual and subsequently reported such remuneration to the federal government's
12 reporting structure under the Sunshine Act. The staff liaison will compile all of their
13 individual's forms, and share them with their chairperson and also the executive office
14 staff, who will in turn, forward them to the Audit Committee for further review.
15

16 **The AGD Membership Council** has had a very productive year. With two in-person meetings
17 convened in conjunction with the Division Council Meetings (DCM), the Council's key
18 accomplishments to date have been:

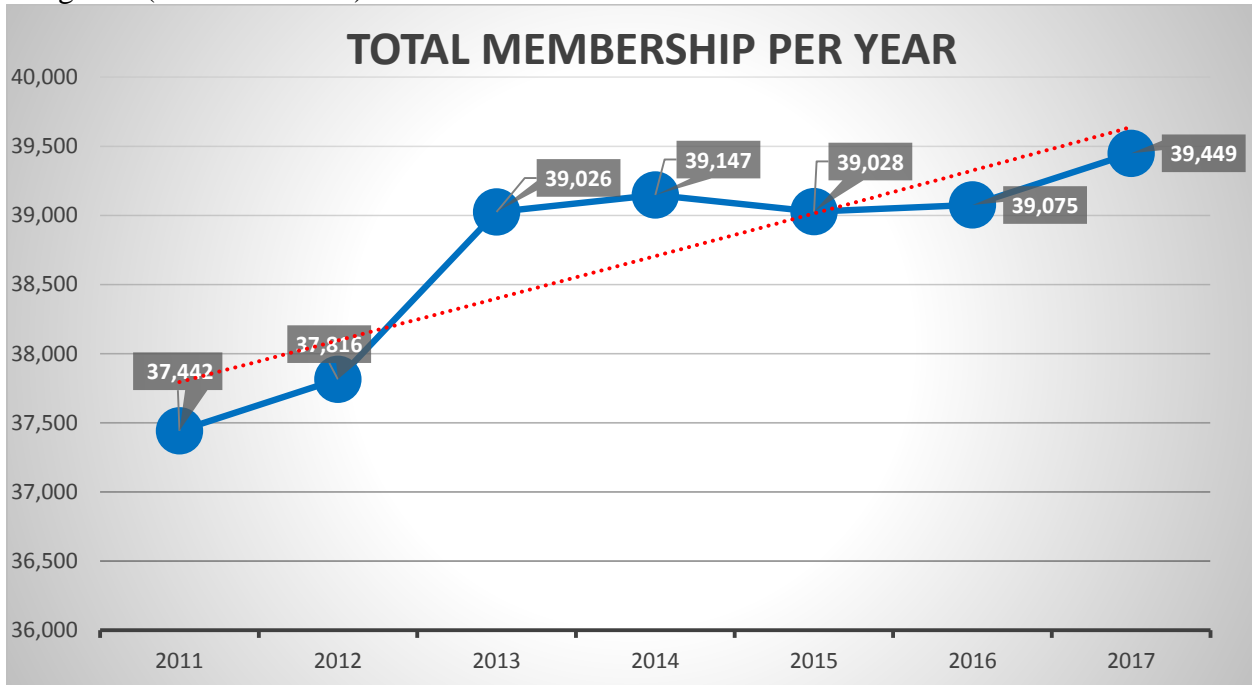
- 19
- 20 - Revamped the Referral Rewards Program. The updated program, which launched in
21 August 2017, will give a \$50 AGD coupon to both the referred member and the member
22 who referred the new member.
23
 - 24 - Conceptualized a new Membership Points Program to engage and retain current
25 members.
26
 - 27 - Prepared and discussed the proposed budget program changes for membership
28 recruitment and retention for the 2019 fiscal year.
29
 - 30 - Strategized for international membership recruitment, including attending and exhibiting
31 at the FDI meeting in Madrid in August 2017.
32
 - 33 - Reviewed Emeritus, Retired, and membership Waivers to determine relevance of the
34 AGD policies for each. With an increasing number of members qualifying for Emeritus,
35 the Council will continue to analyze the data to determine if changes to Emeritus status
36 criteria or benefits are necessary.
37
 - 38 - Reviewed enhanced membership data. Data integrity and accuracy of reports continue to
39 be a priority, as well as the ability to make data-driven decisions.
40
 - 41 - Worked with Association Laboratories to conduct the 2018 Membership Needs Survey.
42 A detailed analysis, including satisfaction and utilization of AGD programs, products
43 and services will be shared with the Board and Councils in Fall 2018.
44

45 **2017 AGD Membership Highlights**

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Total Membership

Total 2017 membership was the highest of any other year in the past seven years. At 39,449 members on December 31, we were just slightly ahead of 2016 and 2015, and significantly ahead of where we were in 2011 (37,442). This total membership increase can be attributed to an increased number of student members and members in rate levels which are the new dentist categories (see chart below).



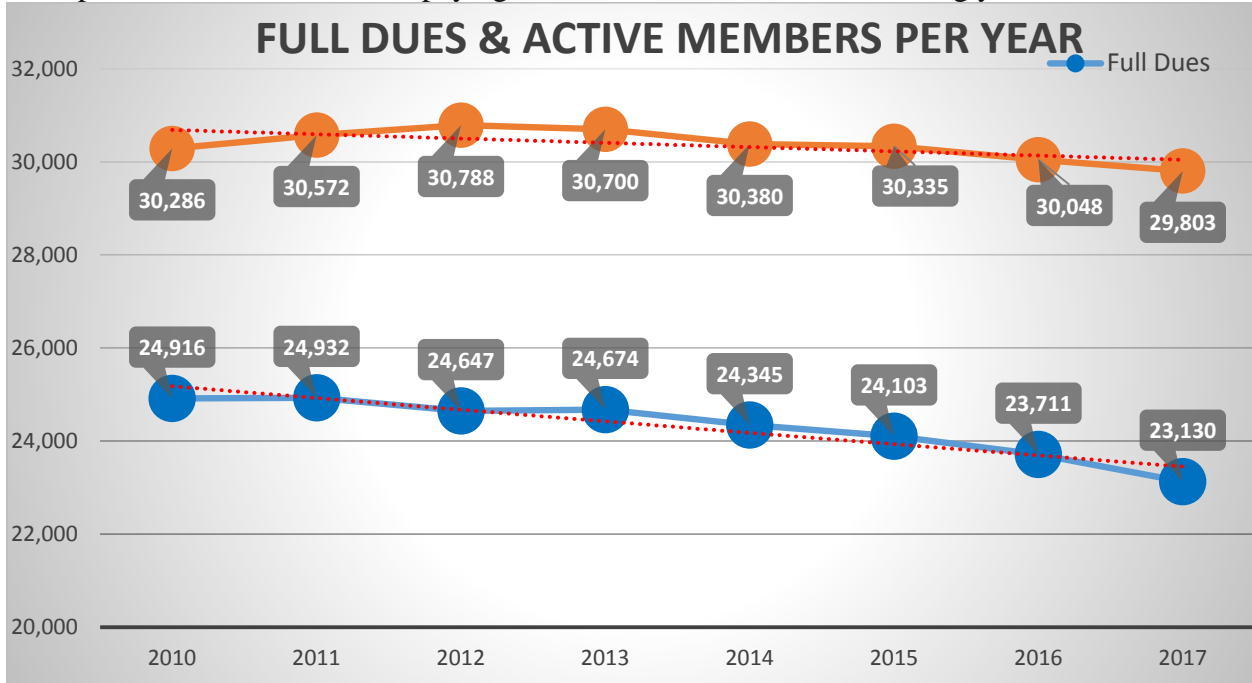
8
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10

Total Members by Dues Rate Level	Total Membership as of 12/31/16	Total Membership as of 12/31/17
Rate Level 1 - Active Members - 100% Dues	23,711	23,130
Rate Level 2 - Active Members - 80% Dues	1,023	1,123
Rate Level 3 - Active Members - 60% Dues	1,254	1,308
Rate Level 4 - Active Members - 40% Dues	1,561	1,590
Rate Level 5 - Active Members - 20% Dues	2,499	2,652
Rate Level 6 - Affiliates/Semi-Retired	64	47
Rate Level 7 - Student Members - \$17	4,935	5,336
Rate Level 8 - Emeritus Members - \$0	3,509	3,753
Rate Level 8 - Waivers (Disability, Fin., Other) - \$0	494	484
Rate Level 9 - Honorary Members - \$0	25	26
Total Membership	39,075	39,449

11
12
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14

Although total membership numbers were favorable, full-dues paying members are down by approximately 2.5% from 2016 and 7% from 2011 (see chart below). Full-dues paying members are those who pay the full-active member rate (\$392 in 2017). We are, however, continuing a

1 positive trend in recruitment of new full-dues paying members over the past two years, and
2 anticipate this trend in full-dues paying members to continue in the coming years.



3
4

5 **New Member Recruitment**

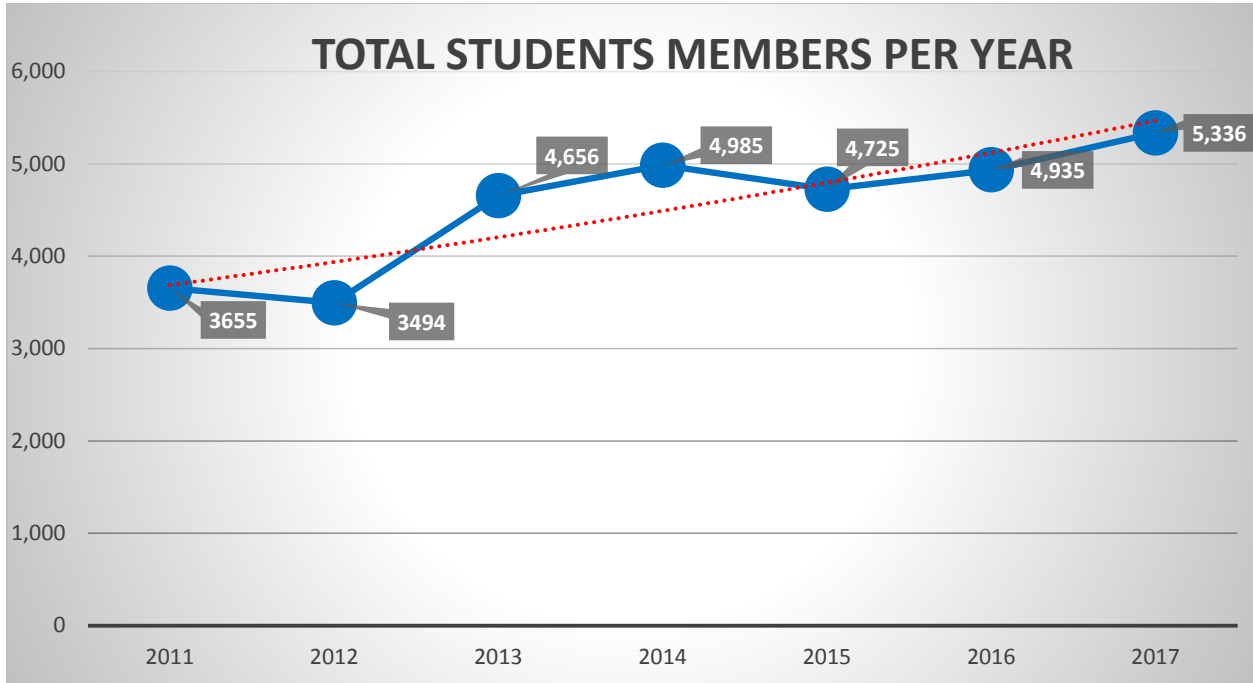
6 New member recruitment continues to be a focus of AGD. With the current goal of reaching
7 27,000 full-dues equivalents by year-end 2018, our membership recruitment initiatives for
8 reaching out to nonmembers are multi-faceted as follows:

- 9 • Targeted direct mail with an emphasis on constituent programming – these mailings
10 focus not only on the AGD offerings, but also incorporates programming by those
11 constituents within a 150 mile radius of our mailing that have provided program
12 information to us for inclusion.
- 13 • Former member promotions – our database contains email contact information for many
14 of our former members and nonmembers who have registered for various AGD
15 programs.
- 16 • Trade Show presence – although limited by budget, AGD staff displays the AGD booth
17 at trade shows throughout the year, including ASDA (Annual Session and Leadership
18 Conference), ADA Annual Meeting, Chicago Mid-Winter, Greater New York Dental
19 Meeting, and Hinman Dental Meeting. Follow-up mailings and/or emails are made to the
20 visitors to the booth and to the pre- and/or post- show mailing lists that are acquired as
21 part of our exhibitor package.
- 22 • Refer a Colleague/Classmate Program – as previously stated, the Refer a Colleague
23 program was revamped in 2016 and launched in 2017. Both of these programs continue
24 to be viable programs for current members to refer their colleagues.
- 25 • Social media and Google Ad Words – there has been an increase in the AGD postings on
26 all aspects of social media. This significantly assists in validating AGD in the minds of
27 prospective (and current) members.

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Student Membership

AGD continues to trend favorably relative to total student membership. 2017 ended with 5,336 student members, which is the highest number of student members the AGD has ever had.



6
7

Recruitment and retention of students post-graduation continues to be a focus of the AGD through its Dental School Program Task Force. Important initiatives are underway, including:

- Development of AIR to revamp the selection process for the two Student Delegates to attend the HOD meeting
- Creating and enhancing dental school faculty relations with the AGD and the local constituent leadership
- Increasing the number of AGD Student Chapters
- Creating an effective mentorship program
- Providing useful resources and tools to student chapter leaders and local constituents to assist with running successful chapter programs

18

Through the AGD's annual ASDA sponsorship, we continue to receive valuable opportunities to create awareness of the AGD to students. In 2017, the AGD was the exclusive sponsor for the President's Gala at the ASDA Annual Session. This offered great exposure for the AGD throughout the Annual Session. Other sponsorship opportunities included:

23

- Banner advertisements on ASDA website
- Membership booth at two ASDA national programs
- Print advertisements
- Placement of breakout session speakers at ASDA programs
- Special visibility on the ASDA mobile application at their meetings

24

25

26

27

1
2
3 **International Membership**

4 In order to expand the AGD’s reach internationally, AGD representatives attended and exhibited
5 at FDI in Madrid, Spain. While no new members were recruited, AGD was able to increase
6 awareness at an international level. As of December 31, 2017 there were 82 international
7 membership, which is down from 123 in 2016.
8

9 **Membership Retention Rates**

10 AGD’s overall retention rates for the 2017 renewal season remained quite favorable, with 92%
11 of 2016 full-dues paying members renewing for 2017, and 86% of all members renewing. We
12 continue to see a decline in full-dues paying renewals as many members are reaching retirement
13 age. At the time of this report, we are in the midst of the 2018 renewal/recovery cycle.

2016-2017 RETENTION RATES	2016 renewal year	2017 renewal year
Full Dues-Paying Members	93%	92%
Total Membership	87%	86%

14
15 Among our annual retention efforts includes:
16

- 17 • Redirect on AGD website when non-renewed members login
- 18 • Auto-Renewal Program – processed renewals for members enrolled (Oct.)
- 19 • *AGD in Action* and *AGD Briefings* – renewal messages
- 20 • Emailed invoices (Oct., Dec., Feb., and Apr.)
- 21 • Customized printed invoices (Nov., Jan., and Mar.)
- 22 • Customized membership ID cards mailed to all members upon joining or renewing
- 23 • Telemarketing: outsourced, internal, and constituent activity (Mar. and Apr.)
- 24 • Incentives for timely renewals; celebration of winners in *AGD in Action*
- 25 • Lapsed member survey mailing (June)
- 26 • Customized “last issue” wrapper to lapsed members for *AGD Impact* (June)
- 27 • More targeted and segmented communications and data-specific ROI-related renewal
28 invoices.

29
30 Additionally, when a member does not renew, his/her membership is terminated on March 31 of
31 each year (members are given a grace period to renew after the official expiration date of
32 December 31). “Recovery” efforts begin immediately to get those members to renew for the
33 year. The recovery efforts have proven to be very effective, with 34% of those initially
34 terminated ultimately rejoining in 2017.
35

36
37 Respectfully submitted:

38
39 Bruce L. Cassis, DDS, MAGD – Chair
40 Chethan Chetty, DDS, FAGD

1 Rebekkah Merrell, DMD
2 Aldo Miranda-Collazo, DMD
3 Seung-Hee Rhee, DDS, FAGD
4 Aparna Sadineni, DDS, MAGD
5 Erik Solberg, DDS
6 Stephanie Urillo, DDS, FAGD
7 Dr. Howard Glazer, Consultant
8 Dr. Dinu Gray, Consultant
9

10 **Responsible Council/Committee Chair, Division Coordinator & Staff Liaison**

11 Bruce L. Cassis, DDS, MAGD
12 Chair, Membership Council
13 304.574.0424
14 doc@cassisdentalcenter.com
15

16 **Elizabeth A. Clemente, DDS, MAGD**
17 Division Coordinator, Membership Services Division
18 **609.333.1084**
19 Elizabeth.clemente@atlantichhealth.org
20

21 **Robert Kozelka, DDS, MAGD**
22 **Board Liaison**
23 **(847) 823-7910**
24 rskozelka@gmail.com
25

26 Thomas Killam, CAE
27 Associate Executive Director, Member Services
28 312.440.4966
29 Thomas.killam@agd.org
30

31 Sarah Murphy, CAE
32 Manager, Membership Development
33 312.440.4085
34 Sarah.murphy@agd.org
35

36 **Chair approval email:**
37

38 **From:** Bruce Cassis [mailto:blcassis@earthlink.net]
39 **Sent:** Sunday, July 15, 2018 9:29 PM
40 **To:** Sarah Murphy <Sarah.Murphy@AGD.org>; Bruce Cassis <doc@cassisdentalcenter.com>;
41 Elizabeth A. Clemente, DDS <elizabeth.clemente@atlantichhealth.org>; rskozelka@gmail.com
42 **Cc:** Thomas Killam <Thomas.Killam@AGD.org>
43 **Subject:** Re: RESPONSE REQUESTED: Membership Council Annual Report
44

45 Thank you Sarah. I approve the report.
46 Bruce

1
2 **From:** Robert Kozelka [mailto:rskozelka@gmail.com]
3 **Sent:** Friday, July 13, 2018 3:08 PM
4 **To:** Sarah Murphy <Sarah.Murphy@AGD.org>
5 **Subject:** Re: RESPONSE REQUESTED: Membership Council Annual Report

6
7 Hi Sarah
8 Looks good to me
9 Robert Kozelka

10
11
12
13

1 **AGD Program Evaluation**



3
4 Program Name: Membership Council

5
6 Charge:

- 7 1. The Membership Council shall consist of eight (8) members, including the chairperson.
8
9 2. It shall be the duty of this council:
- 10
11 a. To provide guidelines for accepting and retaining members in the AGD and to assist
12 the various constituent and component AGDs in implementing these guidelines when
13 necessary;
 - 14
15 b. To determine whether an exception should be granted to an active member for failure
16 to comply with the requirement that seventy-five (75) hours of continuing education
17 be taken within the last three-year period, as embodied in Chapter 1, Section
18 1.A.4.a.of the Bylaws, and for associate members in accordance with Chapter 1,
19 Section 1.D.3.of the Bylaws. This council has the authority to grant exceptions to this
20 continuing education requirement in accordance with policy established by the Board;
21
 - 22 c. To periodically review qualifications for membership and recommend appropriate
23 changes to the Board and HOD;
 - 24
25 d. To plan, develop, and coordinate membership recruitment programs and assist in
26 implementing them on a national, constituent, and component level;
 - 27
28 e. To plan, develop, and coordinate student membership recruitment and retention
29 programs and assist in implementing them on a national, constituent, and component
30 level;
 - 31
32 f. To study and make recommendations upon all matters pertaining to international
33 activities, with the exception of those delegated to the Scientific Meeting Council in
34 these Bylaws;
 - 35
36 g. To act upon an application for associate membership from those areas where there is
37 no constituent AGD;
 - 38
39 h. To determine the form to be used for membership applications.
 - 40
41 i. To help develop and administer, in conjunction with the International Membership
42 Committee and New Dentist Committee, any other programs, initiatives, and services
43 when so directed by the HOD, or Board;
 - 44

- 1 3. To adhere to the Sunset Review Process and Schedule outlined in Policy Type V.: Board
2 Policy Statements.
3
- 4 4. Evaluate the pricing of all pertinent programs and services annually during the fall (at the
5 Joint Council Meetings I if meeting) to be included as part of the budget process and provide
6 a complete pricing analysis to the Board at the Board Meeting III at least every three years.
7
- 8 5. AGD staff will send out to each council, committee, or other agency member along with
9 any member collaborating on any AGD business the Code of Conduct form to be
10 completed by said individual at the beginning of each governance year. Each covered
11 individual will submit to their staff liaison an accurately completed form, including
12 particular attention paid to any companies that may have remunerated said covered
13 individual and subsequently reported such remuneration to the federal government's
14 reporting structure under the Sunshine Act. The staff liaison will compile all of their
15 individual's forms, and share them with their chairperson and also the executive office
16 staff, who will in turn, forward them to the Audit Committee for further review.
17

18 Years Conducted:
19 1952 to present
20

21 Description:
22 Convene to discuss programs to increase membership numbers in AGD.
23 Discuss new programs, products and services to meet the needs of members.
24

25 Goal(s):
26 To plan, develop, and coordinate membership recruitment programs and assist in implementing
27 them on a national, constituent, and component level.
28 Provide input to staff in strategizing to increase AGD membership.
29 Increase student membership and engagement.
30 Develop tactics for International membership growth.
31

32 Financial Impact:		Budgeted expenses	Actual expenses
33	2015	\$ 23,472	\$ 18,248
34	2016	\$ 23,580	\$ 16,343
35	2017	\$ 24,034	\$ 11,281
36			

37 Participation/Relevance:
38 The Council meets in person twice per year, with all Council members routinely present.
39 Additionally, the Council communicates regularly via AGD Connect and hosts video-conference
40 meetings as needed.
41

42 Liaison to Regional Directors; New Dentist Committee, Dental School Task Force, AGD/ASDA
43 Task Force reports directly to the Membership Council
44

45 Qualitative Review:

1 In order to enhance the effectiveness of the Membership Council, the Council felt strongly about
2 including a representative from the New Dentist Committee, as well as a Student representative
3 from the Dental School Task Force as full member of the Council. These two new
4 representatives would be decided by the New Dentist Committee and the Dental School Task
5 Force, respectively.

6
7 Addl. Information:
8
9

10
11 Recommendation:

12 The Council unanimously recommended that the Membership Council continue.
13
14
15
16

17 **From:** Bruce Cassis [mailto:blcassis@earthlink.net]

18 **Sent:** Thursday, May 17, 2018 9:59 PM

19 **To:** Sarah Murphy <Sarah.Murphy@AGD.org>

20 **Cc:** Thomas Killam <Thomas.Killam@AGD.org>

21 **Subject:** Re: Membership Council Documents and Follow Up
22

23 Hey Sarah,

24
25 All 5 documents are approved.
26

27 Thanks for all you do.
28

29 Bruce
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33

New Dentist Committee Annual Report

- 1
2
- 3 1. The New Dentist Committee shall consist of five (5) members; one (1) member serves at the
4 chair as appointed by the President and there is no restriction on his/her years of practice, two
5 (2) member dentists with one to five (1-5) years of practice at time of appointment, one (1)
6 member dentist with three to eight (3-8) years of practice at time of appointment, one (1)
7 AGD student member.

8
9 For the first members of the committee, the chair and the two (2) member dentists with one to
10 five (1-5) years of practice will serve a two (2) year term and the one (1) member dentist with
11 three to eight (3-8) years and the student member will serve a one (1) year term.

12
13 Following the first year of the committee, all appointees will serve a two (2) year term except
14 the student which will still be limited to a one (1) year term. Committee members shall be
15 allowed to serve two (2) terms on this committee whether consecutive or not, but no more
16 than two (2) terms in a lifetime. The student member of the committee may also serve his/her
17 second term as one (1) of the member dentists at large upon appointment.

- 18
19 2. It shall be the duty of this committee:
20 a. Serve as a data source, strategic planning resource, marketing and membership resource.
21
22 b. The committee shall be consulted by all AGD agencies on matters involving new dentists.
23
24 c. The committee shall transmit a report to each Board meeting
25
26 d. To adhere to the Sunset Review Process and Schedule outlined in Policy Type V.: Board
27 Policy Statements.
28
29 e. Each Council and Committee shall evaluate the revenues and expenses pricing of all its
30 programs and services annually as part of the budget process. Additionally, each Council and
31 Committee shall provide a complete revenue and expense analysis to the Board at Board
32 Meeting IV at least every three years, beginning 2019.
33
34 f. AGD staff will send out to each council, committee, or other agency member along with any
35 member collaborating on any AGD business the Code of Conduct form to be completed by said
36 individual at the beginning of each governance year. Each covered individual will submit to
37 their staff liaison an accurately completed form, including particular attention paid to any
38 companies that may have remunerated said covered individual and subsequently reported such
39 remuneration to the federal government's reporting structure under the Sunshine Act. The staff
40 liaison will compile all of their individual's forms, and share them with their chairperson and
41 also the executive office staff, who will in turn, forward them to the Audit Committee for further
42 review."

43 44 **Desired Outcomes**

1 Upon its inception in 2013, the group discussed its overarching mission and purpose and
2 established the following:

3
4 The desired committee outcome is to: *Foster new practitioners.*

5
6 The committee's ultimate customer is new dentist practitioners who value: *Ethics, quality
7 and lifelong learning (CE).*

8
9 The New Dentist Committee has had a very productive year. With three conference calls
10 convened throughout the year, the Committee's key accomplishments to date have been:

- 11 • New Dentist Lounge at AGD2018: Back by popular demand, the New Dentist Committee
12 worked in conjunction with staff to once again offer this benefit for students and new
13 dentists at this year's scientific session. The Lounge offered many opportunities for
14 networking, CE geared toward this demographic, and a mentor event. While this concept
15 is still successful, attendance at some of the CE courses was not as strong as we would
16 have liked. The New Dentist Committee is already working to on new ideas for
17 AGD2019 to continue improving the student and new dentist's scientific session
18 experience.
- 19 • New Graduate Kit: Again this year, the New Dentist Committee is working with the staff
20 team to offer all 2018 dental school graduate members a kit which will included a lab
21 coat with the AGD logo as well as information from various sponsoring companies. As
22 you may recall, this project was new last year for 2017 grads. The results were
23 encouraging as 64% of the new grads who received the kit renewed their membership for
24 2018 which is an increase from our average renewal rate of 45% for first year grads.

25 26 **Next Steps**

27 The New Dentist Committee will continue to review and provide input to the staff team and
28 other councils/committees relative to programming for new dentists. Additionally, the
29 Committee plans to develop the:

- 30 • Fellowship Checklist: The Committee is working on developing an online checklist that
31 will outline the requirements to obtain Fellowship. The checklist will include (but is not
32 limited to) links to information to help prepare for the exam, links to available CE
33 courses to obtain 500 hours, a possible payment plan for the Fellowship exam and/or
34 review course, and information on submitting the application for Fellowship. All of this
35 information will be geared toward a new graduate to encourage more new graduates to
36 obtain Fellowship.
- 37 • Expand upon the success of the programs listed above in 2019.

38
39
40 Respectfully submitted,

41
42 Mai-Ly Duong, DMD, FAGD - Chair

43 David Cordero, DMD

44 Giancarlo Ghisalberty, DMD

45 Emily Hobart, DMD

1 Murtuza Jaffari, DDS
2 Ricardo Suarez, DDS, FAGD, Consultant

3
4 **Responsible Council/Committee Chair & Staff Liaison**

5 Mai-Ly Duong, DMD, FAGD - Chair
6 623.205.9590
7 mailyduongdmd@gmail.com

8
9 Sarah Murphy, CAE
10 Manager, Membership Services
11 312.440.4085
12 Sarah.murphy@agd.org

13
14 **Chair approval email:**

15
16 **From:** M D [mailto:mailyduongdmd@gmail.com]
17 **Sent:** Monday, July 16, 2018 2:42 PM
18 **To:** Sarah Murphy <Sarah.Murphy@AGD.org>
19 **Subject:** Re: New Dentist Committee Report

20
21 Hi Sarah

22
23 This is a great report.

24
25 Thanks,
26 Mai-Ly

27
28
29
30

Regional Director's Annual Report

Highlights

The Regional Director (RD) is responsible for guiding his or her region by addressing challenges and highlighting successes at the constituent level. Each RD represents the headquarters organization to local members, encourages local constituent input to the AGD, and works to make the local organization as effective and active as possible. In essence, they are an additional resource for constituent leaders to utilize. Activities of the RDs over the last year are outlined below;

Regional Directors' Priorities & Strategies

At the April 21, 2018 RD meeting, Dr. Glenn Miller, RD Strategic Plan Chair, shared his report regarding discussions centered on narrowing the RDs' focus to help prioritize what's most important in helping their regions excel. By concentrating on doing the highest-priority items well, there was a feeling that they would be able to help the constituents more than by trying to spread their talents over the full range of RD responsibilities.

The RD's reviewed the RD Strategic Planning subcommittee report including AGD staff updates based on the AGD Strategic Plan and identified priority areas they felt could excel with RD assistance. The RDs determined their primary goals and focus would include assistance with but not limited to the following categories:

- CD Constituent Development and Support
- SND Student and New Dentist Development
- L Leadership Development and Succession Strategies
- R Resources- Online, RD and AGD Staff
- C Communication
- V Value Proposition

Below is a synopsis of the RD action items and goals for each category which the RDs agreed should communicate, help facilitate, and evaluate the results:

Constituent Development (CD)

- Define "Constituent Effectiveness" and then the RDs help set the achievable milestones to help the constituent groups.
- Joint or regional meeting for better fellowship, share costs of speakers and events.
- UAA reorganization to CRP Constituent Recognition Program format.
- Have online training and resource pages for CE planning and Mastertrack administration
- Have a designated AGD employee as a human resource for CE course planning and execution.

- 1 ➤ Attracting non-members to AGD Membership- offer courses to non-members where their
2 course tuition goes toward their new AGD membership (Value Added Value Proposition)
3 (V).
4

5 **Student and New Dentist Development (SND)**

6

- 7 ➤ Establish Student members on the Constituent Boards to increase student involvement,
8 understand student issues.
9
10 ➤ Have the Student Board member stay on as a board member as a new Dentist – to
11 understand New Dentist issues.
12
13 ➤ Fellowtrack development and expansion – survey students for course topics.
14
15 ➤ Social events with students and new dentists.
16
17 ➤ Offer scholarships / reduced tuition to students and new dentists for CE (R).
18
19 ➤ Survey to create new dentist curriculum – not just techniques that they have just learned
20 in dental school.
21

22 **Leadership Development and Succession Development (L)**

23

- 24 ➤ Leadership training for leadership development and leader succession strategies –
25 training to state constituents from the RD and online resources.
26
27 ➤ AGD Online Leader Position Training modules to be completed and posted on AGD
28 Connect and /or other site on the AGD website (C).
29

30 **Resources (R)**

31

- 32 ➤ Use AGD Connect as a blog to communicate and post victories and effective events (C).
33
34 ➤ Communicate Best Practices on AGD website where these practices can be easily found
35 and accessed (C).
36
37 ➤ Reduce PACE paperwork especially for smaller dental societies and study clubs –
38 streamlined online applications without compromising the PACE standards.
39
40 ➤ Develop a PACE power point that RDs could use with constituents to promote PACE
41 Approval.
42
43 ➤ AGD Mini Grants and Small Constituent Development Program (SCDP) - helps with
44 developing CE events, membership development, Fellowtrack and student membership
45 development.

- 1
2 ➤ AGD to create IT solutions, formats and general content for constituent Editors and PIOs.
3

4 **Communication (C)**
5

- 6 ➤ Improve communication at the constituent level with Zoom or Go to Meeting conference
7 calling – no travel time or cost, is very cost efficient.
8
9 ➤ Town Hall for legislative issues, possibly online or on periodic webinars on current
10 legislative issues.
11
12 ➤ Post online what is discussed at the annual HOD Town Hall Meeting.
13
14 ➤ Advocate and communicate the value of a lifelong learning mindset for increased
15 membership and CE events (V).
16

17 **Value Proposition (V)**
18

- 19 ➤ Create AGD Value Proposition and then communicate to general membership and
20 through the AGD brand (C).
21
22 ➤ Improve Value Added Member Benefits as part of the AGD Value Proposition by
23 surveying the membership.
24

25 ***Note:** Many of these initiatives have already begun or are completed. The Regional Directors
26 now need to help our Constituents by communicating, helping facilitate and following up with
27 evaluations.
28

29 These initiatives are not ‘one size fits all’ but rather practical steps that each region and each
30 constituent can use to help improve and strengthen their AGD Constituent.
31

32 Thank you to the RD Strategic Plan Subcommittee, Michael Gordon, Ravi Sinha and Bettina
33 Laidley for their work.
34

35 For the RD Strategic Plan Subcommittee.
36

37 Glenn B. Miller DDS FAGD, Chair
38

39 The RDs discussed methods that would help with developing unique metrics and tactics
40 applicable to each of their constituents to accomplish the goals outlined in the plan once
41 approved. RDs will review their progress at their fall RD meeting prior to the AGD Annual
42 Meeting (HOD).
43
44

45 **RD Strategic Plan**

1 RD established a Strategic Plan subcommittee to help implement the approved AGD Strategic
2 plan within the constituents.

3 4 **Challenged Constituent/Regions**

5 During the April 21, 2018 RD meeting, there was a discussion amongst the RDs and members of
6 the EC regarding constituents/regions that are challenged in specific areas which is affecting
7 their local constituent membership growth/retention, CE opportunities, leadership development,
8 etc. It seemed to be obvious that constituents/regions with paid staff (executive
9 directors/secretaries) are doing well with minimum barriers. However, the constituents/regions
10 without an executive tend to be areas with the most challenges and barriers for growth. The
11 group brainstormed on various solutions which could assist constituents/regions with these
12 challenged areas which most agreed “it’s not a one size fits all” solution but an opportunity to
13 use as pilot programs. Below are some possible ideas but not limited to:

- 14
- 15 1. Combining efforts to hire Executives to assist constituents.
- 16 2. Find dedicated leaders who are willing to give their time and support to run
17 constituents. Many constituent leaders are burnt out and need new leaders to join
18 their board.
- 19 3. Change the model of leadership by asking leaders to commit to small tasks rather
20 than long-term tasks that require a one or two year commitment.
- 21 4. Encourage leaders of struggling constituents to attend the Constituent Leader
22 Resource Workshop in October.
- 23 5. Offer CE online. It’s very difficult for members to travel for a long period of time
24 to attend courses.
- 25 6. Focus on leadership development. Get rid of nay-sayers on the board and
26 encourage new dentists to become leaders. Develop leadership among student
27 chapters and create space for them on the board.
- 28 7. Give task-oriented assignments to leaders, especially the younger generation.
29 Identify and recruit GPRs and AEGD residents since they have identified
30 themselves as general dentists and will most likely become members of the
31 AGDs.
- 32 8. Hold social events following CE courses. Social events such as “Coffee with
33 AGD” allows members to have fun and build community. It’s important to
34 engage members in a social environment and not just CE.
- 35 9. Posting webinars on constituent’s webpages.
- 36 10. Create tutorials to post on the CST website that are easy to read or in checklist
37 format to assist leaders with their constituent activities.
- 38

39 The group also discussed that more solutions would possibly be shared during the Constituent
40 Leader Resource Workshop held in the fall prior to the AGD Annual Meeting and encourage
41 executives and presidents of struggling constituents to attend.

42 43 **2019 Leadership Development Symposium**

44 The Regional Directors submitted an AIR for Board approval to reinstate and host a Leadership
45 Development Symposium (LDS) in 2019. In June, 2018, the Board approved the reinstatement of

1 the LDS to occur in 2019 pending a business plan and proposed budget. A RD LDS
2 subcommittee have been created to focus on the following preliminary goals and logistics
3 necessary for the 2019 LDS development and structure:
4

- 5 1. What is the purpose/goal/focus of symposium?
- 6 2. When should the symposium occur – in spring or fall of 2019?
- 7 3. Where should the LDS be hosted – local hotel or AGD HQ?
- 8 4. Who should attend – what type(s) of constituent leaders should be the focus of this
9 symposium?
- 10 5. How many constituent leaders/attendees should participate? What is the max number
11 of attendees and who does that include (i.e. constituent leaders, speakers, RDs, EC,
12 Board, staff, etc.)?
- 13 6. Who do you want to lead the possible opening/closing and breakout sessions -
14 member leader led and keynote speaker or outside professional speakers?
- 15 7. What are some of the possible breakout sessions are envisioned for this
16 symposium? How many would be offered? Should the breakout sessions be
17 available as tracks for the attendees – same sessions offered in the morning and
18 afternoon?
19

20 The RD LDS Subcommittee will work closely with all RDs and AGD staff to identify next steps
21 to further developing, promoting, and implementing a successful and memorable symposium for
22 all leader attendees. The RD LDS Subcommittee will share a report of progress at their fall RD
23 meeting prior to the AGD Annual Meeting (HOD).
24

25 **Small Constituent Development Program (SCDP)**

26 The SCDP Subcommittee, chaired by Dr. Kulwant Turna, has been working with his
27 subcommittee to award two (2) constituent grants up to \$4500 (\$9,000 in total) for the program
28 purpose of membership initiatives and growth. Out of nine applications, Wyoming and Puerto
29 Rico AGD were selected to receive the 2017 SCDP grant. Dr. Turna will check in with the
30 recipients 6 months after receiving grant to offer assistance and address questions or concerns.
31 Each recipient is required to submit a final grant activity summary report to CST by December
32 14, 2018. The subcommittee decided to change the program metrics to acknowledge all new
33 members (full dues, associate, students, new dentists, etc.) instead of only full-dues paying
34 members.
35

36 **Mini Grant Summaries**

37 In 2017, the Board approved the Mini Grant Subcommittee to increase the award amount from
38 \$500 to \$750. In April, 2018, 20 constituents were awarded a \$750 grant to assist with their local
39 activities. The committee decided to define applicants' efforts into four categories including
40 membership recruitment and retention, professional relations and community outreach. The
41 deadline to submit grant summaries by October 1, 2018.
42

43 The following is a brief outcome summary report from each of the 2017 Mini Grant recipients:
44

45 **Alabama AGD**

1 **Target Audience:** 70 Dental Students, 20 Dentists

2 **Project Goals:** Membership recruitment, Student recruitment, Membership Retention,
3 Improving the image or visibility of the AGD to dentists and/or the public

4 **Outcome Summary:** The purpose of this activity was to officially set up a student organization
5 with the UAB School of Dentistry and to promote the AGD student chapter to dental students,
6 faculty, and practicing dentists in the state of Alabama. Officers were elected to help organize
7 new events for this organization. In order to help raise funds for the recruitment of D1s into the
8 organization, the chapter decided to have its first fundraiser at the 44th Annual Review of
9 Dentistry which was sponsored by AL AGD and MS AGD in Destin, FL on September 7-9,
10 2017. The chapter was able to fundraise \$300 to help support their future endeavors with the
11 forward movement of this organization.

12
13 California AGD

14 **Target Audience:** 100 Dental Students

15 **Project Goals:** Membership Recruitment, Student Recruitment, Membership Retention, Create a
16 Natural Flow for their FellowTrack program.

17 **Outcome Summary:** CAGD wanted to start a Fellowship program similar to their MasterTrack
18 program. CAGD planned to use the mini grant to establish a scholarship for a recent dental
19 school graduate to attend our Pathway to Fellowship (PTF) program. They are still in the
20 planning stages, but their board has approved one year of funding toward providing
21 Scholarships for AGD members who are recent dental school graduates. CAGD thinks this
22 program will encourage student members to remain AGD members after graduation, as they
23 cannot use the FAGD title unless they are active members. Also, “graduates” of the Pathway to
24 Fellowship program will naturally become MasterTrack students, or that is their hope. By using
25 Survey Monkey, CAGD was able to determine that there is a need for a program similar to
26 MasterTrack for fellows. They sent the survey to 100 AGD student members and got a 21%
27 response return. CAGD is hoping to have the first session in conjunction with our MasterTrack
28 program next Fall 2018.

29
30 Florida AGD

31 **Target Audience:** N/A

32 **Project Goals:** Membership recruitment, Student recruitment

33 **Outcome Summary:** The purpose of the grant was to develop a third FellowTrack in Florida at
34 NOVA Southeastern University. The timeline is ongoing until a FellowTrack program is fully
35 developed with a faculty advisor, student leadership and student members. Unfortunately, the
36 program is still under development. FLAGD President, Dr. Grayhills and FLAGD Executive
37 Director, Judy Nichols, met with Dr. Linda Niessen, Dean of College of Dental Medicine and Dr.
38 Abby Brody, Associate Dean for Academic Affairs, to discuss the formation and implementation
39 of an AGD FellowTrack program. Dr. Niessen wanted to identify an adjunct professor who
40 might be interested in the faculty advisor position for this new program. FLAGD has a budget of
41 \$500 appropriated for student membership development via tabletop exhibits to dental students
42 and pizza parties. However, none of this can be accomplished without a faculty advisor, who
43 would also open doors to additional funding through the school.

44
45 Illinois AGD

1 **Target Audience:** 9 New Dentists in a General Practice Residency

2 **Project Goals:** Membership Retention, Improving the image or visibility of the AGD to dentists
3 and/or the public and Provide information to help new dentists succeed in private practice

4 **Outcome Summary:** The ILAGD hosted a CE panel discussion for the Illinois Masonic General
5 Practice Residents in March on the “Business of Dentistry.” The panel consisted of an
6 accounting and practice management firm, a dental lawyer and a dental transitions expert who
7 talked with the residents about their career options and how to set up their own practice. ILAGD
8 discussed member benefits that AGD provides for them. They also served dinner. ILAGD will be
9 planning another resident event next fall with the new residents that start in July as well. Their
10 goal is to get to know and engage the residents. They have found that when new dentists get to
11 know people personally involved in organized dentistry, they become much more interested in
12 the organization and are much more likely to stay members and get involved. Dentists involved
13 in GPR’s are very interested in advancing their skills through continuing education and AGD is a
14 perfect fit for them. Illinois Masonic has nine residents and had three speakers and several
15 ILAGD board members who attended. The grant monies will help to defray to cost of the dinners
16 for these programs.

17
18 Iowa AGD

19 **Target Audience:** 100 Dental Students, 300 Dentists Members, 1300 Dentist Non-Members

20 **Project Goals:** Membership Recruitment, Student Recruitment, Membership Retention,
21 Improving the image or visibility of the AGD to dentists and/or public

22 **Outcome Summary:** Iowa AGD did a postcard mailing to 1,667 licensed dentists promoting
23 their Annual Meeting. Postcards were also handed out at the Iowa state dental meeting in May
24 2017. Three non-member dentists joined the AGD and three doctors joined their MasterTrack
25 program. In addition, two non-member dentists attend their weekend course.

26
27 Maine AGD

28 **Target Audience:** 50 Dental Students, Dentists Members

29 **Project Goals:** Student Recruitment, Mentorship Networking

30 **Outcome Summary:** Maine AGD hosted a dental student reception for the University of New
31 England School of Dental Medicine. The goal was to connect students with the AGD and
32 ultimately gain membership into the organization. Each year, Maine AGD has seen the student
33 membership grow due to organizing the reception and starting a student chapter on campus. The
34 Maine Dental Association has expressed an interest in “going in” on the next one. Due to the
35 expense of the function and our limited budget, they may decide to co-sponsor the next reception
36 with them in the name of “organized dentistry”.

37
38 Minnesota AGD

39 **Target Audience:** 40 Dental Students

40 **Project Goals:** Student Recruitment, Membership Recruitment

41 **Outcome Summary:** The grant was used to support The SMART SERIES, which is a series of
42 lectures presented to the University of Minnesota Dental students by MN AGD dentists. The
43 SMART SERIES helps students learn and engage with advancing technology and topics in
44 dentistry. There are typically 5 SMART SERIES throughout the academic year. Courses begin

1 with a meal and includes a MN AGD dentist presenting a case pertaining to the topic of the
2 evening.

3
4 Mississippi AGD

5 **Target Audience:** Dentist Members

6 **Project Goals:** Membership Retention

7 **Outcome Summary:** MS AGD offered a 20% discount on the registration fee to the first 30 MS
8 AGD dentists to attend their annual meeting. The meeting ended 09/09/2017. The overall
9 attendance increased from 24 last year to 43 this year. Of the 43 attendees, only 13 were MS
10 AGD members. MS AGD feels like there was a significant increase in attendance but can't link
11 the discount to the increase. MS AGD only used \$278 of the \$500 grant. Their goal was to
12 increase attendance and that was met. MS AGD would like to use the remaining balance on next
13 year's meeting to see if they can increase attendance even more.

14
15 Nebraska AGD

16 **Target Audience:** 200 Dentist Members, 1000 Dentist Non-Members

17 **Project Goals:** Membership Recruitment, Membership Retention, Improving the image or
18 visibility of the AGD to dentists and/or public

19 **Outcome Summary:** Nebraska AGD did a postcard mailing to 1,297 licensed dentists
20 promoting their Annual Meeting. Postcards were also handed out at the Nebraska state dental
21 meeting. One non-member dentist joined the AGD and two doctors joined their MasterTrack
22 program.

23
24 New Jersey AGD

25 **Target Audience:** 84 Dental Students, 4 Dentist Members

26 **Project Goals:** Membership Recruitment, Student Recruitment, Membership Retention, CE
27 Lecture

28 **Outcome Summary:** NJAGD held a student AGD Welcome Event and CE lecture at a local
29 restaurant. It is a biannual event that allows a speaker from NJAGD to provide a CE lecture to
30 the students. They had a great outcome - NJAGD expected 70 students and had over 80 students
31 and a few dentists to attend. The restaurant was very accommodating, and the students enjoyed
32 the lecture, food and drinks.

33
34 New York AGD

35 **Target Audience:** 192 Dental Students

36 **Project Goals:** Membership Recruitment, Student Recruitment, Membership Retention

37 **Outcome Summary:** With a lot of hard work and effort by dedicated students, faculty, and
38 AGD Board members, an AGD Student Chapter at NYU College of Dentistry was approved in
39 Spring of 2017. There is 1 year probationary period that requires NYAGD to prove that they are
40 a worthy organization. As a new student organization, their first goal is to recruit new members.
41 They have scheduled various events for September and October 2017.

42
43 1) At the NYUCD Club Fair on 9/13/2017, 139 people stop by (have their IDs swiped) and 76
44 new student members were recruited.

1 2) At the AGD Info Session on 9/20/2017, 53 people stop by and 27 new student members
2 recruited.

3
4 Ontario AGD

5 **Target Audience:** Dental Students, Dentist Members, Dentist Non-members

6 **Project Goals:** Membership Recruitment, Student Recruitment, Membership Retention

7 **Outcome Summary:** The purpose of Core 1 was to provide CE to new graduates, dentists
8 (early, mid-career and seasoned) to augment and maintain their licensure and fulfill their CE
9 requirements. Ontario AGD projected 100 new members since implementing this and surpassed
10 their goal by recruiting just over 220 new members.

11
12 Pennsylvania AGD

13 **Target Audience:** 7 Dental Students, 3 Dentist Members, 3 Dentist Non-members

14 **Project Goals:** Membership Recruitment, Student Recruitment, Membership Retention

15 **Outcome Summary:** The goal of PEAK Track 11 Educational Conference is to create goodwill
16 among dental students and increase student membership and continued AGD participation upon
17 graduation. Six residency directors and 7 students from the University of Pittsburgh were able to
18 participate in the conference at no charge. The grant helped to defray those costs. Of the students
19 that attended, three have already graduated and maintained their AGD membership.

20
21 Puerto Rico AGD

22 **Target Audience:** 100 Dental Students, 15 GPR Residents

23 **Project Goals:** Membership Recruitment, Student Recruitment,

24 **Outcome Summary:** Puerto Rico hosted a series of events at various universities. The first one
25 was on April 2nd during the PRASDA Convention at The San Juan Resort Hotel. Dr. Aldo L.
26 Miranda-Collazo, DMD PRAGD President participated in a forum giving them a lecture about
27 the importance of the organized dentistry and the role of AGD. Other forum participants include
28 David Bernier, DMD, former Secretary of State, Dr. Ivan Lugo, HDA CEO, and Ana Lopez,
29 DMD, Dean of the Puerto Rico School of Dental Medicine.

30
31 The 2nd activity on June 2nd was a collaborative effort with the ADA Puerto Rico Chapter and
32 the Colegio de Cirujanos Dentistas de Puerto Rico (CCDPR) in which Puerto Rico AGD invited
33 the Dental Medicine School Senior Class at the Colegio de Cirujanos Dentistas de Puerto Rico
34 building. They were able talk to them about their associations and afterwards, shared food and
35 wine. Edwin del Valle, DMD talked about the ADA, Leslie Reyes, DMD, President of CCDPR
36 talk about the Colegio and Aldo L. Miranda-Collazo, DMD, PRAGD President talked about the
37 AGD.

38
39 The 3rd activity was held on June 22nd with the last year GPR program residents at the UPR
40 School of Dental Medicine in which Aldo L. Miranda-Collazo, DMD, PRAGD President,
41 presented them AGD and provided lunch afterwards.

42
43 The 4th activity was programed for the new GPR residents. It was postpone due to hurricane
44 Irma, and then postpone again due to hurricane Maria, still pending.

1 Wisconsin AGD

2 **Target Audience:** 30 Dental Students, 20 Dentist Members, 10 Dentist Non-Members

3 **Project Goals:** Membership Recruitment, Student Recruitment, Membership Retention,
4 Improving the image or visibility of the AGD to dentists and/or public

5 **Outcome Summary:** Wisconsin AGD is planning a membership growth initiative which
6 involves a creating a new mentor program for student members, upgrading their CE program and
7 distributing hand copies of their newsletter, Mirror. The initiative will begin in 2018.

8
9
10 **STAR Visit Program**

11 Two (2) STAR Visits have been budgeted for 2018. On May 12, 2017, Florida AGD hosted a
12 Strategic and Tactical Assessment and Response (STAR) Visit, and it was a resounding success!
13 FLAGD leaders came together to discuss and address various issues to improve their region.
14 Immediate Past President, W. Mark Donald, DMD, MAGD and Past President, Bruce DeGinder,
15 DDS, MAGD, facilitated brainstorming discussions that touched on strategic planning,
16 leadership development, and retention and recruitment strategies efforts in the region.

17
18 Past Presidents, Bruce DeGinder, DDS, MAGD and Tom Howley, DDS, MAGD and CST staff
19 will be leading another STAR Visit on September 19, 2018 for Missouri AGD. Their focus areas
20 are strategic planning, leadership development, and continuing education efforts.

21
22 **Universal Award Application (UAA)**

23 In April, 2018, the Universal Award Application (UAA) was forwarded to constituents to apply a
24 and submit an application for any or all of the department awards (Advocacy, ACE, CE Award
25 of Excellence, Membership, Public Information, and Constituent of the Year) due on August 1,
26 2018. The RD subcommittee will then review the recommended COY category
27 winners/honorable mentions from CST staff. All winners and honorable mentions will be
28 recognized during the 2018 AGD Annual meeting in November.

29 **Constituent Recognition Program in lieu of the Universal Award Application (UAA)**

30 In February, 2018, the RD Subcommittee and UAA Council Chair had a conference call to
31 discuss ways to streamline the UAA application process as well as other options for constituents
32 to recognized for the their local constituent efforts and achievements in all areas not necessarily
33 based on the UAA requirements.

34 The RD subcommittee and council chairs were all on board with revamping the UAA and are
35 willing to assist with ways to identify constituents through a “Constituent Recognition Program”
36 rather than the recognition program during the AGD annual meeting as done in previous years.
37 It was decided this particular program would be a “work in progress” for all to identify and
38 decide the best way for constituent to be recognized utilizing this new idea and platform.
39 During the April 21, 2018 RD meeting, Dr. Ravi Sinha, UAA Chair, shared the following UAA
40 report with the group:

41
42 Dr. Sinha explained that major changes to the recognition ceremony cannot be implemented until
43 2019. Dr. Levine shared a brief update about the UAA. The committee would like to enhance the
44 ceremony by:

- 1 • Giving out awards such as best improvement, most innovative to allow more constituents
- 2 to be recognized.
- 3 • Showcase pictures of constituent activities via a video or power point presentation
- 4 during the HOD.
- 5 • Poster boards to share ideas
- 6

7 Staff has been working to see if it is possible to hold a recognition program during the 2018
8 Annual Meeting. However, it is very difficult to fit the program in the current schedule due to
9 timing and funding for additional A/V and other logistics.

10 An open discussion was held about the following:

- 11 • Submit AGD Leader Insider constituent articles/pictures to display at HOD
- 12 • The pros and cons of possibly holding the event at a nearby restaurant
- 13 • History of the UAA
- 14 •

15 Dr. Levine reminded the group that RDs cannot make changes without working with the
16 appropriate councils. The RD UAA Subcommittee will share a report of progress at their fall RD
17 meeting prior to the AGD Annual Meeting (HOD).

18 **RD Chair Elect Board Policy Amendment**

19 During the April 21, 2018 RD meeting, the RDs decided to create an RD policy for protocols
20 when selecting RD Chair and RD Chair Elect positions. This policy will be amended amongst
21 the RDs as needed prior to upcoming RD Chair and Chair Elect elections.

23 **Regional Directors' Conference Calls and Meetings**

24 During the November, 2017 RD meeting, the RDs agreed that in order for them to be a more
25 cohesive branch of governance, it was important for them to collaborate, get regular updates on
26 committee work as well as get progress reports on any success or challenges within each region,
27 RDs have had and will continue to have "Zoom" conference call meetings on a quarterly basis.

29 ***RD Scheduled Conference Call (conference call begin at 7:00 pm CT)***

- 30 • Tuesday, January 30, 2018
- 31 • Tuesday, March 27, 2018
- 32 • Tuesday, July 10, 2018
- 33 • Monday, September 17, 2018
- 34

35 ***RD Scheduled Meetings (2017-2018)***

- 36 • April 22, 2017
- 37 • November 2, 2017
- 38 • April 21, 2018
- 39 • November 1, 2018
- 40

41 **Conclusion**

42 The RDs will continue to support the goals set forth by the Board, and ensure programs are in
43 line with these goals.

1 Respectfully submitted by:

2

3 Regional Directors

4 Dr. Bettina Laidley, Region 1, RD Chair Elect

5 Dr. Ira Levine, Region 2

6 Dr. Kurt Laemmer, Region 3

7 Dr. Shari Hyder, Region 4

8 Dr. Nicholas Russo, Region 5

9 Dr. Samantha Shaver, Region 6

10 Dr. Michael Gordon, Region 7

11 Dr. Cheryl Mora, Region 8

12 Dr. Dennis Charnesky, Region 9

13 Dr. Chadwin Wagener, Region 10

14 Dr. Ravi Sinha, Region 11, RD Chair

15 Dr. Susan Davis, Region 12

16 Dr. Howard Chi, Region 13

17 Dr. Walter Rapacz, Region 14

18 Dr. Matthew Illes, Region 15

19 Dr. Kulwant Turna, Region 16

20 Dr. Jennifer Fong, Region 17

21 Dr. Dan McCauley, Region 18

22 Dr. Glenn Miller, Region 19

23 Dr. Tony Menendez, Region 20

24

25 Responsible RD Chair/Vice Chair and Staff Liaison

26 Ravi Sinha, DDS

27 Chair, Regional Directors 2017-2018

28 drsinha@mindspring.com

29

30 Bettina Laidley, DMD, FAGD

31 Chair Elect, Regional Directors 2017-2018

32 drlaidley@gmail.com

33

34 Ms. Seneshia Jones

35 Manager, Constituent Services, AGD

36 seneshia.jones@agd.org

37

38 RD Annual Report Approval per Dr. Ravi Sinha, RD Chair (July 25, 2018)

39

40 Yes!

41

42 Thank you!

43 I will be out of country 5th to 20th in Aug.

44 Please let me know if there is anything else that needs to be taken care of.

45 Dr. Sinha

1 **Secretary Message to the 2018 House of Delegates**
2

3 The House of Delegates represents different things to different people. Some of us will
4 experience representative leadership for the first time while others will return to a familiar place
5 where they believe that a difference can be made for the future of their practices, their patients,
6 and their lives. The AGD was first created as a study club which needed a home to continue the
7 lifelong learning habit, indeed, the quest for knowledge in dentistry for its members. Wwe have
8 become a national institution, recognized in the United States and Canada for its education and
9 advocacy. Our founders created the AGD to support its members. In order to continue this
10 mission, we, the leadership in our AGD, need to focus on common goals. Strong leadership is
11 required to deliver benefits that every AGD member deserves.
12

13 As Secretary of our organization, I have witnessed the dedication of our leaders and members to
14 donate their hours, days, months and years to make our AGD relevant to all general dentists. I
15 see support for our dental students in their respective schools, at local AGD meetings and at their
16 Annual ASDA meeting with invitations to participate and grow with us in the AGD. I see reach
17 out events for our young dentist members at our annual convention offering courses and
18 mentorship to them. I see us seeking out to new opportunities in membership in the Caribbean,
19 Asia, Africa, South America, and Europe by sharing continuing education through the AGD
20 events and mutual interests with allied organizations. We prepare for advocacy against the mid-
21 level provider with training our members how to work the dental boards and legislators in their
22 respective states and regions. We continue to represent the interests of general dentists to other
23 dental organizations and our politicians. And We continue to offer local courses to our members.
24 Wow! To all of you I say thank you!
25

26 I share that we are so fortunate to have Mr. Max Moses leading the staff. A renewed sense of
27 enthusiasm is evident amongst the staff as he assumed the role as Executive Director. Thank you
28 to Mr. Dan Buksa and Mr. Tom Killian for “holding the fort” during our extended search for our
29 new executive director. Thank you to our staff for your continuing dedication to dentistry.
30 When you review the past Board meeting minutes, you’ll see that the Board has been diligent
31 about moving the AGD forward strategically and holistically. This year we focused on
32 introspectively reviewing our systems and programs to prepare for our future. Before you is a
33 new Strategic Plan which will create that common focus for our Councils and Committees to
34 create our future. It will be your decision to accept it or not. There will be discussion about
35 reinventing our governance structure to better serve our members. It will be your opportunity to
36 discuss the merits of change- or not to change. In the HOD Manual there will be other initiatives
37 and policies for your consideration. These are the result of collaboration and work by your fellow
38 members. Their work is culmination and selection of amongst many alternatives for the future of
39 the AGD. As you debate the issues, seek out the background on those issues by asking them.
40 Then vote to accept or not accept.
41

42 My job as Secretary is to maintain a true and accurate record of events while contributing to the
43 decisions of the Executive Committee and the Board. Ultimately, I am responsible to the House
44 of Delegates that entrusts me to keep this organization faithful to its members. This HOD
45 Manual is one of the mainstays of the AGD. Our accomplishments of the past years have been

1 made by the tandem efforts of our leadership, past and present and by staff. Together we make
2 our organization stronger and better.

3
4 Dr. Manuel Cordero has been an amazing leader this past year. He has tirelessly served AGD,
5 inspiring many of our membership with his visions of family and inclusiveness. He has
6 represented us well at home to our constituents and allied dental organizations with his infectious
7 smile and warm embrace. He created new alliances and opportunities abroad for us as AGD
8 president. Yet he has stood firm to ensure others do not encroach on the rights and image of the
9 general dentist. It is our culture, that the AGD is more than just a place to get CE- it is family.
10 And our culture of family is what will distinguish us from other organizations in the future.
11 Thank you Dr. Cordero for reminding us of who we are and for your leadership.

12
13 Dr. Neil Gajjar will continue this legacy. He will make people want to get involved. He offers
14 multiple possibilities for our future. And he is well grounded to what can and cannot work. I look
15 forward to him as incoming president. Together with Dr. Connie White he will lead the AGD to
16 new levels of excellence and growth.

17
18 Thank you for the privilege of allowing me to serve you as Secretary of the Academy of General
19 Dentistry. I promise to continue my support of you and your efforts in the AGD to help our
20 members be successful general dentists. If you have any questions or requests, I can be reached
21 at MLewMAGD83@gmail.com

22
23
24 Michael Lew, DMD, MAGD
25 Secretary, Academy of General Dentistry
26

1 **Secretary’s Report to the 2018 House of Delegates**

2 The report includes actions of the Board from the 2017-2018 Board Meetings I, II, III, and IV;
3 and Board Zoom Calls from November and December 2017, and February, April, May, and July
4 2018.
5

6 **17-18 Board Meeting I Minutes**

7
8 **Dr. Hanson moved, Dr. Guter seconded:**

9 **“Resolved, that the consent agenda be approved.”**
10
11 **• 16-17 Board Meeting V Minutes”**

12
13 **PASSED**
14
15 *Y – Dubowsky, Dyzenhaus, Edgar, Gajjar, Gorman, Guter, Hanson, Harunani, King, Lew, Low, Shelly, Smith,*
16 *Stillwell, Tillman, Uppal, White, Winland, Wooden, Worm*
17
18 *a - Acheson, Drumm, Gehrig, Kozelka, Olsen*
19
20 *A – Cheney*
21
22 *N/A – Cordero*

23
24 **Dr. Dubowsky moved, Dr. Gehrig seconded:**

25 **“Resolved, that AIR – 201718 Council and Committee Appointments be postponed until a**
26 **Board zoom to be held November 13.”**

27
28 **PASSED**
29
30 *Y – Acheson, Drumm, Dubowsky, Dyzenhaus, Edgar, Gehrig, Gorman, Guter, Hanson, King, Kozelka, Low, Olsen,*
31 *Shelly, Smith, Tillman, Uppal, White, Winland, Wooden, Worm*
32
33 *N - Harunani, Lew, Stillwell*
34
35 *A – Cheney, Gajjar*
36
37 *N/A – Cordero*

38
39 **A motion was made and seconded:**

40 **“Resolved, that the policy regarding meeting materials deadlines be suspended for the**
41 **November 13 Board zoom.”**

42
43 **PASSED**
44
45 *Y – Acheson, Drumm, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gehrig, Gorman, Guter, Hanson, King, Kozelka, Lew,*
46 *Low, Olsen, Shelly, Tillman, Uppal, White, Winland, Worm*

1
2 a - Harunani, Smith, Stillwell, Wooden

3
4 A – Cheney

5
6 N/A – Cordero

7
8 **Dr. Stillwell moved, Dr. Gajjar seconded:**

9 **“Resolved, that the 2017-2018 Budget and Finance Committee appointments be approved.”**

10
11 **Dr. Sanjay Uppal, Region 15-16, (11/6/2017-11/4/2018), first term, Chair**

12 **Dr. Mohamednazir Harunani, Region 08, (11/6/2017-11/4/2018), fourth term, Treasurer,**
13 **Vice Chair**

14 **Dr. Guy Hanson, Region 11, (11/6/2017-11/4/2018), first term**

15 **Dr. Don Worm, Region 17, (11/6/2017-11/4/2018), third term**

16 **Dr. Elizabeth Clemente, Region 04, (11/6/2017-11/4/2018), third term**

17 **AGD Executive Director, (11/6/2017-11/4/2018), Consultant**

18 **Christa Ojeda, (11/6/2017-11/4/2018), Consultant**

19
20 **PASSED**

21
22 Y – Acheson, Drumm, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gehrig, Guter, Hanson, Harunani, King, Kozelka,
23 Lew, Low, Olsen, Stillwell, Tillman, White, Wooden, Worm

24
25 N - Gorman, Smith, Winland, Uppal

26
27 A – Cheney, Shelly

28
29 N/A – Cordero

30
31 **Board Meeting 11-13-17 Minutes**

32
33 **Dr. Hanson moved, Dr. Wooden seconded:**

34 **“Resolved, that the appointments to the Division Coordinators, councils, and committees be**
35 **approved.”**

36
37 **A. Membership Services Division**

38
39 **Membership Council**

40 1. Dr. Aparna Sadineni, Region 07, (8/16/2016-11/4/2018), 1st term,

41 2. Dr. Erik Solberg, Region 10, (6/21/2015-11/4/2018), 2nd term,

42 3. Dr. Bruce Cassis, Region 06, (7/18/2016-11/3/2019), 1st term, Region 06, Chair

43 4. Dr. Chethan Chetty, Region 13, (7/18/2016-11/3/2019), 1st term,

44 5. Dr. Rebekkah Merrell, Region 19, (7/18/2016-11/3/2019), 1st term,

45 6. Dr. Stephanie Urillo, Region 01, (7/18/2016-11/3/2019), 1st term,

46 7. **Dr. Aldo Miranda-Collazo, Region 20, (11/6/2017-11/TBD/2020), 1st term**

- 1 8. Dr. Seung-Hee Rhee, Region 02, (11/6/2017-11/TBD/2020), 2nd term
2 Dr. Howard Glazer, Region 4, (11/6/2017-11/4/2020), 1st term, Consultant
3 Dr. Dinu Gray, Region 13, (11/6/2017-11/4/2020), 1st term, Consultant
4

5 **Group Benefits Council**
6

- 7 1. Dr. Puneet Aulakh, Region 11, (6/21/2015-11/4/2018), 1st term,
8 2. Dr. Eric Morse, Region 05, (6/21/2015-11/4/2018), 2nd term,
9 3. Dr. Anca Bordeianu, Region 15-16, (8/16/2016-11/3/2019), 1st term,
10 4. Dr. Amit Patel, Region 19, (7/18/2016-11/3/2019), 1st term,
11 5. Dr. Kimberly Denton, Region 10, (11/6/2017-11/TBD/2020), 1st term,
12 6. Dr. Joseph Belsito, Region 15-16, (6/21/2015-11/4/2018), 1st term, Chair
13 Dr. Dawood Harunani, Region 8, (11/6/2017-11/4/2018), 1st term, Consultant
14

15 **B. Public and Professional Relations Division**
16

17 **Communications Council**

- 18 1. Dr. Frank Conaway, Region 12, (6/21/2015-11/4/2018), 1st term,
19 2. Dr. Colleen DeLacy, Region 09, (6/21/2015-11/4/2018), 1st term, Chair
20 3. Capt. Timothy Tinker, Region 17, (6/21/2015-11/4/2018), 3rd term,
21 4. Dr. Otice Helmer, Region 18, (7/18/2016-11/3/2019), 2nd term,
22 5. Dr. William Lee, Region 01, (7/18/2016-11/3/2019), 1st term,
23 6. Dr. Elizabeth Minard, Region 09, (7/18/2016-11/3/2019), 1st term,
24 7. Dr. Kallie Brock, Region 19, (11/6/2017-11/TBD/2020), 2nd term,
25 8. Dr. Sireesha Penumetcha, Region 13, (11/6/2017-11/TBD/2020), 1st term,
26 9. Dr. Lorna Flamer-Caldera, Region 2, (11/6/2017-11/3/2019), 1st term, (finishing Dr. Botko's
27 term)
28 10. Dr. Demarcio Reed, Region 17, (11/6/2017-11/TBD/2020), 1st term
29 11. Dr. Scott Cayouette, Region 19, (11/6/2017-11/4/2018), 1st term, Consultant
30 Dr. Timothy Kosinski, Region 09, (11/6/2017-11/5/2018), 3rd term, Consultant
31 Dr. Roger Winland, Region 07, (11/6/2017-11/5/2018), 6th term, Consultant,
32

33 **C. Continuing Education Division**
34

35 **Dental Education Council**

- 36 1. Dr. Marcus Randall, Region 06, (6/21/2015-11/4/2018), 2nd term,
37 2. Dr. George Schmidt, Region 04, (8/16/2016-11/4/2018), 1st term
38 3. Dr. Jeffrey Horowitz, Region 19, (7/18/2016-11/3/2019), 1st term,
39 4. Dr. Filippo Marchello, Region 15-16, (7/18/2016-11/3/2019), 1st term,
40 5. Dr. James Seitz, Region 03, (7/18/2016-11/3/2019), 2nd term,
41 6. Dr. Douglas Brown, Region 08, (11/6/2017-11/TBD/2020), 2nd term,
42 7. Dr. Richard Knowlton, Region 03, (11/6/2017-11/TBD/2020), 2nd term, Chair
43 8. Dr. Edward Lawler, Region 11, (11/6/2017-11/TBD/2020), 1st term,
44 9. Dr. Kimberly Wright, Region 11, (11/6/2017-11/TBD/2020), 2nd term,

1 Dr. Dwight Duckworth, Region 12, (11/6/2017-11/2/2018), 2nd term, Consultant,
2 Dr. Michael Conte, Region 4, (11/6/2017-11/2/2018), 1st term, Consultant,
3

4 **PACE Council**

- 5 1. Dr. Navin Boggavarapu, Region 04, (6/21/2015-11/4/2018), 2nd term,
6 2. Dr. Nahid Kashani, Region 09, (6/21/2015-11/4/2018), 2nd term,
7 3. Dr. Howard Chi, Region 13, (7/18/2016-11/3/2019), 1st term, Chair
8 4. Dr. Ronald Giordan, Region 14, (7/18/2016-11/3/2019), 2nd term,
9 5. Dr. Ashley Lamay, Region 05, (7/18/2016-11/3/2019), 1st term,
10 6. Dr. Ronald Sawyer, Region 01, (7/18/2016-11/3/2019), 2nd term,
11 7. Dr. Martin Schroeder, Region 03, (8/16/2017-11/3/2019), 1st Term,
12 8. Dr. Grant Quayle, Region 14, (5/18/2017-11/5/2020), 1st term,
13 9. Dr. Steven Skurow, Region 13, (5/18/2017-11/5/2020), 1st term,
14 10. Dr. Tomas Ballesteros, Region 04, (11/6/2017-11/TBD/2020), 2nd term,
15 11. Dr. Russell Cyphers, Region 14, (11/6/2017-11/TBD/2020), 2nd term,
16 12. Dr. Jian Huang, Region 06, (11/6/2017-11/TBD/2020), 2nd term,
17 13. Dr. Jane Martone, Region 01, (11/6/2017-11/TBD/2020), 2nd term,
18 14. Dr. Daniel Geare, Region 11, (11/6/2017-11/TBD/2020), 2nd term,
19 15. Dr. Tomas Ballesteros, Sr, Region 20, (TBD-11/TBD/2020), 1st Term,
20 16. Dr. J. Christopher Harvan, Region 14, (12/21/2015-11/4/2018), 1st Term, Consultant,
21 17. Dr. Sarita Arteaga, Region 1, (11/6/2017-11/4/2018), 1st Term, Consultant,
22 18. Dr. Lilia Larin, Region 13, (11/6/2017-11/4/2018), 1st Term, Consultant,
23

24 **Scientific Meeting Council**

- 25 1. Dr. Joseph Picone, Region 01, (6/21/2015-11/4/2018), 2nd term, Chair
26 2. Dr. James Feldman, Region 05, (8/16/2017-11/3/2019), 1st Term,
27 3. Dr. William Nantz, Region 18, (7/18/2016-11/3/2019), 2nd term,
28 4. Dr. Michael Blicher, Region 05, (11/6/2017-11/TBD/2020), 2nd term,
29 5. Dr. Kay Jordan, Region 12, (6/8/2016-11/4/2018), 1st term, 2018 LAC,
30 6. Dr. _____, Region __, (TBD-11/3/2019), 1st term, 2019 LAC,
31 7. Dr. _____, Region __, (TBD-11/TBD/2020), 1st term, 2020 LAC,
32 Dr. Lauro Medrano, Region 2, (11/6/2017-11/2/2018), 1st term, Consultant,
33 Dr. Maharukh Kravich, Region 18, (11/6/2017-11/2/2018), 1st term, Consultant
34 Dr. George Zehak, Region 08, (11/6/2017-11/2/2018), 1st term, Consultant
35

36 **Examinations Council**

- 37 1. Dr. Daniel Boston, Region 14, (6/21/2015-11/4/2018), 2nd term,
38 2. Dr. Leslie Hayes, Region 11, (7/18/2016-11/3/2019), 2nd term,
39 3. Dr. Jeffery Casey, Region 17, (11/6/2017-11/TBD/2020), 2nd term,
40 4. Dr. Anthony Carroccia, Region 17, (7/18/2016-11/3/2019), 1st term,
41 5. Dr. Christopher Griffin, Region 19, (5/18/2017-11/5/2020), 1st term, Chair
42 Dr. Dwight Duckworth, Region 12, (11/6/2017-11/2/2018), 1st term, Consultant
43

44 **Examinations Item Bank Committee (Team C)**

- 45 1. Dr. Robert Manga, Region 17, (11/6/2017-11/TBD/2020), 2nd term,

2. Dr. Susan O'Connor, Region 05, (9/14/2016-11/3/2019), 1st term,
3. Dr. James Phelan, Region 01, (9/14/2016-11/3/2019), 1st term,
6. Dr. Terry Box, Region 12, (11/6/2017-11/TBD/2020), 2nd term,
4. Dr. Louis Boryc, Region 9, (11/6/2017-11/TBD/2020), 1st term
5. Dr. Leslie Hayes, Region 11, (11/6/2017-11/TBD/2020), 2nd term, Chair
6. Dr. Dwight Duckworth, Region 12, (11/6/2017-11/2/2018), 1st term, Consultant

Fellowship Examination Committee (Team A)

1. Dr. Jeffery Casey, Region 17, (7/18/2016-11/3/2019), 2nd term, Chair
2. Dr. Benjamin Dyer Jr., Region 19, (12/21/2016-11/3/2019), 1st term
3. Dr. Merlin Ohmer, Region 20, (7/18/2016-11/3/2019), 1st term,
4. Dr. Daniel Boston, Region 14, (11/6/2017-11/TBD/2020), 2nd term,
5. Dr. David Dickerhoff, Region 19, (11/6/2017-11/TBD/2020), 2nd term,
6. Dr. Robert Mayhew, Region 18(11/6/2017-11/TBD/2020), 2nd term,
6. Dr. Dwight Duckworth, Region 12, (11/6/2017-11/2/2018), 1st term, Consultant

Fellowship Examination Committee (Team B)

1. Dr. Michael Conte, Region 4, (11/6/2017-11/TBD/2020),1st term
2. Dr. Christopher Griffin, Region 19, (11/6/2017-11/TBD/2020), 2nd term, Chair
3. Dr. Chikka Raju, Region 13(11/6/2017-11/TBD/2020), 2nd term
4. Dr. Stephen Sevenich, Region 09, (11/6/2017-11/TBD/2020), 2nd term
5. Dr. Michael Wajdowicz, Region 17, (11/6/2017-11/TBD/2020), 2nd term
6. Dr. Samer Alassaad, Region 13, (11/6/2017-11/TBD/2020), 1st term
6. Dr. Dwight Duckworth, Region 12, (11/6/2017-11/2/2018), 1st term, Consultant

Self-Instruction Committee

1. Dr. Thomas Boyle, Region 04, (6/21/2015-11/4/2018), 1st term,
2. Dr. Charles Martello, Region 08, (7/18/2016-11/3/2019), 2nd term,
3. Dr. Mohamed Attia, Region 5, (11/6/2017-11/TBD/2020), 1st term
4. Dr. Brooke Elmore, Region 18, (11/6/2017-11/TBD/2020), 1st term
5. Dr. Riki Gottlieb, Region 05, (11/6/2017-11/TBD/2020), 2nd term
6. Dr. Edwin Batchelor, Regio 09, (11/6/2017-11/TBD/2020), 1st term
7. Dr. Janice Pliszcak, Region 02, (11/6/2017-11/TBD/2020), 1st term
6. Dr. Roger Winland, Region 07, (11/6/2017-11/2/2018), 17th term, Consultant

D. Advocacy/Representation Division

Legislative and Governmental Affairs Council

1. Dr. Joseph Battaglia, Region 04, (6/21/2015-11/4/2018), 2nd term, Chair
2. Dr. Jose Cazares, Region 18, (6/21/2015-11/4/2018), 1st term,
3. Dr. Steven Feldman, Region 05, (8/16/2017-11/4/2018), 1st Term,
4. Dr. Gigi Meinecke, Region 05, (6/21/2015-11/4/2018), 2nd term,
5. Dr. Bradley Anderson, Region 10, (7/18/2016-11/3/2019), 2nd term,
6. Dr. Garry Feldman, Region 01, (7/18/2016-11/3/2019), 2nd term,
7. Dr. Michael Kaner, Region 03, (7/18/2016-11/3/2019), 2nd term,

8. Dr. Narpat Jain, Region 04, (11/6/2017-11/TBD/2020), 1st term
9. Dr. Rocky Napier, Region 19, (11/6/2017-11/TBD/2020), 1st term
- Dr. Steven Ghareeb, Region 06, (11/6/2017-11/2/2018), 3rd term, Consultant Dental Practice
- Dr. Joseph Hagenbruch, Region 08, (11/6/2017-11/2/2018), 1st term, Consultant
- Dr. Myron J. Bromberg, Region 13, (11/6/2017-11/2/2018), 1st term, Consultant

Dental Practice Council

1. Dr. Ralph Cooley, Region 18, (6/21/2015-11/4/2018), 1st term
2. Dr. Joseph Hagenbruch, Region 08, (6/21/2015-11/4/2018), 1st term
3. Dr. David Williams, Region 05, (6/21/2015-11/4/2018), 2nd term
4. Dr. Steven Ghareeb, Region 06, (6/21/2015-11/4/2018), 2nd term, 1st term Chair
5. Dr. Pedro Castro, Region 20, (9/14/2016-11/3/2019), 1st term
6. Dr. Tyler Scott, Region 17, (7/18/2016-11/3/2019), 1st term'
7. Dr. Bipin Sheth, Region 20, (11/6/2017-11/TBD/2020), 1st term
8. Dr. Mark Jurkovich, Region 10, (11/6/2017-11/TBD/2020), 2nd term
9. Dr. Darren Greenwell, Region 06, (11/6/2017-11/TBD/2020), 1st term
10. Dr. Myron J. Bromberg, Region 13, (11/6/2017-11/TBD/2020), 1st term
- Dr. Joseph Battaglia, Region 04, (11/6/2017-11/2/2018), 4th term, Consultant LGA Chair

Constitution, Bylaws and Judicial Affairs Council

1. Dr. Robert Ramus, Region 07, (6/21/2015-11/4/2018), 2nd term,
2. Dr. Dawn Rickert, Region 03, (6/21/2015-11/4/2018), 1st term, Region 03,
3. Dr. Larry Williams, Region 08, (11/6/2017-11/3/2019), 1st term (completing Dr. Acheson's term)
4. Dr. _____, Region _____, (11/6/2017-11/3/2019), 1st term, (completing Dr. Lawler's term)
5. Dr. Kenneth Garrett, Region 07, (11/6/2017-11/TBD/2020), 2nd term chair
6. Dr. _____, Region _____, (11/6/2017-11/TBD/2020), 1st term,

Division Coordinators

- Dr. Anita Rathee, Region 13, Public & Professional Relations Division (7/18/2016-11/4/2018), 1st term
- Dr. Elizabeth Clemente, Region 04, Membership Services Division (7/18/2016-11/4/2018) 1st term
- Dr. Eric Wong, Region 13, Continuing Education Division (11/6/2017-11/3/2019), 1st term (completing Dr. Charnesky's term)
- Dr. Gerald Botko, Region 17, Advocacy-Representation Division, (11/6/2017-11/3/2019), 1st term

Board Policy Manual Approvals

Credentials & Elections Committee

1. Dr. Stephen Akseizer, Region 02, (11/5/2017-11/4/2018), 6th term,
2. Dr. Diane Arel, Region 07, (11/5/2017-11/4/2018), 5th term,
3. Dr. Luke Matranga, Region 10, (11/5/2017-11/4/2018), 9th term,

- 4. Dr. Vincent Mayher, Region 04, (11/5/2017-11/4/2018), 4th term, Vice Chair
 - 5. Dr. Robert Ryan, Region 10, (11/5/2017-11/4/2018), 7th term, Chair
 - 6. Dr. John Nick Russo, Region 05, (11/5/2017-11/4/2018), 1st term, Consultant
- Investment Committee**
- 1. Dr. Bryan Edgar, Region 11, (7/18/2016-11/3/2019), 4th term,
 - 2. Dr. Richard Knowlton, Region 03, (2/16/2017-11/3/2019), 1st term
 - 3. Dr. John Portwood, Region 12, (11/5/2017-11/4/2018), 5th term, Chair
 - 4. Dr. Mohamednazir Harunani, Region 08, (11/5/2017-11/4/2018), 4th term, Consultant”

PASSED

Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gehrig, Gorman, Guter, Hanson, Harunani, King, Kozelka, Lew, Low, Olsen, Shelly, Smith, Stillwell, Uppal, White, Winland, Wooden

A –Tillman, Worm

N/A – Cordero

Dr. Gorman Moved, Dr. Dyzenhaus seconded:

“Resolved, that Division Coordinator will not serve as consultants to councils and committees.

PASSED

Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gehrig, Gorman, Guter, Hanson, Harunani, King, Kozelka, Lew, Low, Olsen, Shelly, Smith, Stillwell, Uppal, White, Winland, Wooden

A –Tillman, Worm

N/A – Cordero

Dr. Gorman Moved, Dr. Dyzenhaus seconded:

“Resolved, that the Audit and Compensation Committees be approved.

Audit Committee

- Dr. Fares Elias, Region 09, (11/6/2017-11/4/2018), 2nd term,
- Dr. Carl Vorhies, REGION 11, (11/6/2017-11/4/2018), 5th term, Chair
- Dr. _____, Region __, (11/6/2017-11/4/2018), __ term
- Dr. Mohamednazir Harunani, Region 08, (11/6/2017-11/4/2018), 3rd term - Treasurer, Consultant
- Christa Ojeda, Region 08, (11/6/2017-11/4/2018), CFO, Consultant
- Dr. A. Roddy Scarbrough, REGION 12, (11/6/2017-11/4/2018), 2nd term - AGDF Secretary and Treasurer, Consultant
- Dr. Donald Worm, REGION 17, (11/6/2017-11/4/2018), 1st term, Consultant

1 **Compensation Committee**

2 Dr. J. Cheney, REGION 14, (11/6/2017-11/4/2018), 2nd term,
3 Dr. Scott Dubowsky, Region 04, (11/6/2017-11/4/2018), 2nd term,
4 Dr. Guy Hanson, REGION 11, (11/6/2017-11/4/2018), 2nd term,
5 Dr. John Olsen, Region 09, (11/6/2017-11/4/2018), 1st term,
6 Dr. Robert Gehrig, REGION 20, (11/6/2017-11/4/2018), 2nd term, Chair
7 Dr. Mohamednazir Harunani, Region 08, (11/6/2017-11/4/2018), 3rd term - Treasurer,
8 Consultant
9 Dr. Michael Lew, REGION 13, (11/6/2017-11/4/2018), 1st term - Secretary, Consultant
10 Christa Ojeda, Region 08, (11/6/2017-11/4/2018), CFO, Consultant”

11
12 **PASSED**

13
14 *Y – Acheson, Cheney, Drumm, Edgar, Gajjar, Gehrig, Gorman, Guter, Hanson, Harunani, King, Kozelka, Lew,*
15 *Low, Olsen, Shelly, Smith, Stillwell, Uppal, White, Winland, Wooden*

16
17 *a - Dubowsky, Dyzenhaus*

18
19 *A –Tillman, Worm*

20
21 *N/A – Cordero*

22
23 **Dr. Hanson moved, Dr. Cheney seconded:**

24 **“Resolved, that AIR – Amend the New Dentist Committee Charge be approved.”**

25
26 **“Resolved, that the Board Policy Manual be amended at Policy Type: II. Governance**
27 **Process, M. Charges of Council and Committees, N. New Dentist Committee to read:**

28
29 **New Dentist Committee**

30
31 **1. The New Dentist Committee shall consist of five (5) members; one (1) member serves at**
32 **the chair as appointed by the President and there is no restriction on his/her years of**
33 **practice, two (2) member dentists with one to five (1-5) years of practice at time of**
34 **appointment, one (1) member dentist with three to eight (3-8) years of practice at time of**
35 **appointment, one (1) AGD student member of ASDA as recommended by the ASDA**
36 **executive board**

37
38 **For the first members of the committee, the chair and the two (2) member dentists with one**
39 **to five (1-5) years of practice will serve a two (2) year term and the one (1) member dentist**
40 **with three to eight (3-8) years and the student member will serve a one (1) year term.**

41
42 **Following the first year of the committee, all appointees will serve a two (2) year term**
43 **except the student which will still be limited to a one (1) year term. Committee members**
44 **shall be allowed to serve two (2) terms on this committee whether consecutive or not, but**
45 **no more than two (2) terms in a lifetime. The student member of the committee may also**
46 **serve his/her second term as one (1) of the member dentists at large upon appointment.**

- 1
2 **2. It shall be the duty of this committee:**
3 **g. Serve as a data source, strategic planning resource, marketing and membership**
4 **resource.**
5
6 **h. The committee shall be consulted by all AGD agencies on matters involving new**
7 **dentists.**
8
9 **i. The committee shall transmit a report to each Board meeting**
10
11 **j. To adhere to the Sunset Review Process and Schedule outlined in Policy Type V.: Board**
12 **Policy Statements.**
13
14 **k. Evaluate the pricing of all programs and services annually during the fall (at the Joint**
15 **Council Meetings I if meeting) to be included as part of the budget process and provide a**
16 **complete pricing analysis to the Board at the Board Meeting III at least every three years.**
17
18 **l. AGD staff will send out to each council, committee, or other agency member along with**
19 **any member collaborating on any AGD business the Code of Conduct form to be**
20 **completed by said individual at the beginning of each governance year. Each covered**
21 **individual will submit to their staff liaison an accurately completed form, including**
22 **particular attention paid to any companies that may have remunerated said covered**
23 **individual and subsequently reported such remuneration to the federal government’s**
24 **reporting structure under the Sunshine Act. The staff liaison will compile all of their**
25 **individual’s forms, and share them with their chairperson and also the executive office**
26 **staff, who will in turn, forward them to the Audit Committee for further review.”**

27
28 **PASSED**

29
30 *Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gehrig, Gorman, Guter, Hanson, Harunani,*
31 *King, Kozelka, Lew, Low, Olsen, Shelly, Smith, Stillwell, Uppal, White, Winland, Wooden*

32
33 *A –Tillman, Worm*

34
35 *N/A – Cordero*

36
37 **Dr. Shelly moved, Dr. Cheney seconded:**

38 **“Resolved, that AIR - Approve 2017-2018 Task Forces be approved as amended.”**

39
40 **“Resolved, that the 2017-2018 Task Forces be approved.**

41
42 **2017-2018 Task Force Summary**

43
44 **1. AGD/ASDA Task Force**

45 **Approval Status: TBD**
46

1 **Members:**

2
3 **Consultants:**

4
5 **Charge:**

- 6 • Development of the programming for the ASDA Leadership Conference and Annual
7 Session.
8 • Setting the direction for the AGD/ASDA relationship for the 2017-2018
9 • To identify solutions to student issues and support/ collaborate with ASDA on legislation.
10 Work with staff and other agencies to insure adequate budget, support and oversight on all
11 ASDA / AGD Student activities during the AGD Washington DC Hills Visits and other
12 advocacy efforts.
13 • Make recommendations for continuing a future relationship between ASDA and AGD.
14

15 **Timeline:** Report to the 2017-2018 BM III and BM IV.

16
17 **Status:**

18
19 **2. AGD Dental Student Program Task Force**

20 **Approval Status:** TBD

21
22 **Members:**

23
24 **Consultants:**

25
26 **Charge:**

- 27 • Increase the number of schools where the AGD has a program for students with the goal
28 of having such programs in all dental schools.
29 • Collaborate with the Dental Education Council to develop and identify programs to be
30 used for student programs and organize a library of power point presentations or other forms of
31 communications from various sources from appropriate AGD agencies on suitable topics that can
32 be used as a resource when developing or enhancing a new student program in a dental school.
33 • Connect current leaders in constituents who do not have student programs with ASDA or
34 student leaders who are interested in starting a new AGD Dental Student Program in their school.
35 • Engage current dental schools as well as residency programs with AGD Leaders.
36 • Consult with successful AGD Student Programs to garner best practices ideas.
37 • Study the possibility of student chapters, including Bylaws changes, and governance
38 structure, etc.
39

40 **Timeline:** Report to each Board meeting.

41
42 **Status:**

1 **3. IT Oversight Task Force**

2 **Approval Status:** TBD

3
4 **Members:**

5 **Charge:**

- 6 • Oversight of the efforts to remediate any IT problems
7 • Development of a plan to ensure no future problems
8 • Oversight of the integration of IT with AGD's new building
9 • Oversight of the Web site and correction of problems members are having with
10 navigating the website

11
12 **Timeline:** Report to each Board meeting

13
14 **Status:**

15
16
17 **4. Transitions Program Task Force**

18 **Approval Status:** TBD

19
20 **Members:**

21
22 **Charge:**

- 23 • To develop the framework and preliminary focus and structure for a long standing
24 branded program which utilizes focused CE offerings and other services that will benefit the
25 members with the many transitional phases of their professional career.
26 • The task force will have one representative from the New Dentist Committee, the Dental
27 Education Council, the Dental Practice Council, the Annual Meeting Council, the
28 Communications Council, and two industry consultants plus a dedicated staff liaison.

29
30 **Timeline:** Report to the 2017-2018 BM III and BM V.

31
32 **Status:**

33
34 **5. Scientific Session Planning Task Force**

35 **Approval Status:** TBD

36
37 **Members:**

38
39 **Consultants:**

40
41 **Charge:** Create a business plan for a new profitable scientific session.

42
43 **Items to consider include but are not limited to:**

1. Create a competitive analysis.
2. Conduct a survey and/or focus group of members and non-members.

Timeline: Report to each Board meeting

Status: TBD

6. 2017 Annual Meeting Planning Task Force

Approval Status: TBD

Members:

Charge: To look at the approved HOD schedule and evaluate any cost savings that can be alleviated, or alignment of specified meetings look within the approved template, logistics, potential cost savings within template, evaluation of approved format.

Timeline: Report to the 2017-2018 BM III.

Status:

7. Diabetes Task Force

Approval Status: TBD

Members: One or two member representatives with expertise on diabetes management, from each of the AGD (representatives identified per the first resolved clause above), the American Academy of Family Physicians (AAFP), the American Association of Diabetes Educators (AADE), and other suitable organizations, pending approval of these organizations,

Charge: Develop a toolkit for members of each organization on the collaborative management of diabetes in patients.

Timeline: TBD

Status:

8. Collaborative Structure Task Force

Approval Status: TBD

Members: TBD

Charge: Survey, identify, and make suggestions in creating a more collaborative relationship and organizational structure between the RD's and Trustees.

Timeline: Preliminary report to the 2016-2017 Board Meeting IV and final report by the 2016-2017 Board Meeting V

1
2 **Status:** Members need to be appointed

3
4 **9. Spouse Travel Board Work Group**

5 **Approval Status:** Approved 16-17 BMV

6
7 **Members:**

8
9 **Charge:** Review the current guiding principles and policies in regard to funding spousal travel
10 (leader and ED)

11
12 **Timeline:** Report to include recommendations, if any, to be presented at 17-18 Board Meeting
13 II.

14
15 **Status:”**

16
17 **PASSED**

18
19 *Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gehrig, Gorman, Guter, Hanson, Harunani,*
20 *King, Kozelka, Lew, Low, Olsen, Shelly, Smith, Stillwell, Uppal, White, Winland, Wooden*

21
22 *A –Tillman, Worm*

23
24 *N/A – Cordero*

25
26 **Dr. White Moved, Dr. Gajjar seconded:**

27 **“Resolved, that all council and committee appointments approved in executive session be**
28 **included within the minutes.”**

29
30 **PASSED**

31
32 *Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gehrig, Gorman, Guter, Hanson, Harunani,*
33 *King, Kozelka, Lew, Low, Olsen, Shelly, Smith, Stillwell, Uppal, White, Winland, Wooden*

34
35 *A –Tillman, Worm*

36
37 *N/A – Cordero*

38
39 **Dr. Gajjar moved, Dr. Lew seconded:**

40 **“Resolved, that the President or their designee inform the chairs of their appointments on**
41 **November 13.”**

42
43 **PASSED**

44
45 *Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gehrig, Gorman, Guter, Hanson, Harunani,*
46 *King, Kozelka, Lew, Low, Olsen, Shelly, Smith, Stillwell, Uppal, White, Winland, Wooden*

1 A –Tillman, Worm

2
3 N/A – Cordero
4

5 **Board Zoom Minutes 12-19-17**
6

7 **Dr. Worm moved, Dr. Gehrig seconded:**

8 **“Resolved, that AIR – Amend Exam Council and Committee Appointments be approved.”**
9

10 **“Resolved, that the appointments to the Examinations Council and Committees be**
11 **amended to the following:**

12
13 **Examinations Council:**

14 **Dr. Riki Gottlieb be appointed to the Examinations Council to represent the Self-**
15 **Instruction Committee.**
16

17 **Examinations Council**

- 18 1. **Dr. Daniel Boston, Region 14, (6/21/2015-11/4/2018), 2nd term,**
19 2. **Dr. Leslie Hayes, Region 11, (7/18/2016-11/3/2019), 2nd term,**
20 3. **Dr. Jeffery Casey, Region 17, (11/6/2017-11/TBD/2020), 2nd term,**
21 4. **Dr. Anthony Carroccia, Region 17, (7/18/2016-11/3/2019), 1st term,**
22 5. **Dr. Christopher Griffin, Region 19, (5/18/2017-11/5/2020), 1st term, Chair**
23 **6. Dr. Riki Gottlieb, Region 05, (12/19/2017-11/TBD/2020), 1st term**

24 **Dr. Dwight Duckworth, Region 12, (11/6/2017-11/2/2018), 1st term, Consultant**
25

26 **Exam Committee A:**

27 **Dr. Anthony Carroccia to be appointed to Exam Committee A to fill the open position due**
28 **to a rotation of a committee member.**
29

30 **Fellowship Examination Committee (Team A)**

- 31 1. **Dr. Jeffery Casey, Region 17, (7/18/2016-11/3/2019), 2nd term, Chair**
32 2. **Dr. Benjamin Dyer Jr., Region 19, (12/21/2016-11/3/2019), 1st term**
33 3. **Dr. Merlin Ohmer, Region 20, (7/18/2016-11/3/2019), 1st term,**
34 4. **Dr. Anthony Carroccia, Region 06, (12/19/2017-11/TBD/2020), 2nd term,**
35 5. **Dr. David Dickerhoff, Region 19, (11/6/2017-11/TBD/2020), 2nd term,**
36 6. **Dr. Robert Mayhew, Region 18(11/6/2017-11/TBD/2020), 2nd term,**
37 **~~Dr. Daniel Boston, Region 14, (11/6/2017-11/TBD/2020), 2nd term,~~**

38 **Dr. Dwight Duckworth, Region 12, (11/6/2017-11/2/2018), 1st term, Consultant**
39

40 **Exam Committee B:**

41 **Dr. George Holzer to be appointed to Exam Committee B to replace Dr. Stephen Sevenich**
42 **who resigned from the committee.**
43

1 **Dr. Ernest DeWald to be appointed to Exam Committee B to replace Dr. Chikka Raju who**
2 **resigned from the committee.**

3
4 **Fellowship Examination Committee (Team B)**

- 5 1. **Dr. Michael Conte, Region 4, (11/6/2017-11/TBD/2020),1st term**
6 2. **Dr. Christopher Griffin, Region 19, (11/6/2017-11/TBD/2020), 2nd term, Chair**
7 3. **Dr. Ernest DeWald, Region 06, (12/19/2017-11/TBD/2020), 1st term**
8 4. **Dr. George Holzer, Region 17, (12/19/2017-11/TBD/2020), 1st term**
9 5. **Dr. Michael Wajdowicz, Region 17, (11/6/2017-11/TBD/2020), 2nd term**
10 6. **Dr. Samer Alassaad, Region 13, (11/6/2017-11/TBD/2020), 1st term**
11 ~~———— Dr. Chikka Raju, Region 13(11/6/2017-11/TBD/2020), 2nd term~~
12 ~~———— Dr. Stephen Sevenich, Region 09, (11/6/2017-11/TBD/2020), 2nd term~~

13 **Dr. Dwight Duckworth, Region 12, (11/6/2017-11/2/2018), 1st term, Consultant**

14
15 **Exam Committee C:**

16 **Remove Dr. Louis Boryc from the committee and appoint Dr. Dan Boston rotate to Exam**
17 **Committee C to fill the open position.**

18
19 **Examinations Item Bank Committee (Team C)**

- 20 1. **Dr. Robert Manga, Region 17, (11/6/2017-11/TBD/2020), 2nd term,**
21 2. **Dr. Susan O'Connor, Region 05, (9/14/2016-11/3/2019), 1st term,**
22 3. **Dr. James Phelan, Region 01, (9/14/2016-11/3/2019), 1st term,**
23 4. **Dr. Terry Box, Region 12, (11/6/2017-11/TBD/2020), 2nd term,**
24 5. **Dr. Daniel Boston, Region 14, (12/19/2017-11/TBD/2020), 1st term**
25 6. **Dr. Leslie Hayes, Region 11, (11/6/2017-11/TBD/2020), 2nd term, Chair**
26 ~~———— Dr. Louis Boryc, Region 9, (11/6/2017-11/TBD/2020), 1st term~~

27 **Dr. Dwight Duckworth, Region 12, (11/6/2017-11/2/2018), 1st term, Consultant**

28
29 **And be it further**

30
31 **Resolved, that the appointments to the Self-Instruction Committee be amended to the**
32 **following:**

33
34 **Dr. Riki Gottlieb to be appointed chair of the Self-Instruction Committee.**

35 **Dr. Jean Carlson and Dr. Kim Capehart remain on the committee for a second term.**

36
37 **Self-Instruction Committee**

- 38 1. **Dr. Thomas Boyle, Region 04, (6/21/2015-11/4/2018), 1st term,**
39 2. **Dr. Charles Martello, Region 08, (7/18/2016-11/3/2019), 2nd term,**
40 3. **Dr. Jean Carlson, Region 05 (12/19/17-11/TBD/2020), 2nd Term**
41 4. **Dr. Kim L. Capehart, Region 19, (12/19/17-11/TBD/2020), 2nd Term**
42 3. ~~———— Dr. Mohamed Attia, Region 5, (11/6/2017-11/TBD/2020), 1st term~~
43 5. **Dr. Brooke Elmore, Region 18, (11/6/2017-11/TBD/2020), 1st term**
44 6. **Dr. Riki Gottlieb, Region 05, (11/6/2017-11/TBD/2020), 2nd term, chair**
45 7. **Dr. Edwin Batchelor, Region 09, (11/6/2017-11/TBD/2020), 1st term**

1 **7. ~~Dr. Janice Pliszezak, Region 02, (11/6/2017-11/TBD/2020), 1st term~~**
2 **Dr. Roger Winland, Region 07, (11/6/2017-11/2/2018), 1716th term, Consultant**

4 **PASSED**
5
6 *Y – Acheson, Cheney, Drumm, Gajjar, Gehrig, Gorman, Guter, Hanson, Harunani, King, Kozelka, Lew, Low,*
7 *Olsen, Smith, Stillwell, Uppal, White, Winland, Wooden, Worm*
8
9 *A – Dubowsky, Dyzenhaus, Edgar, Shelly, Tillman*
10
11 *N/A – Cordero*

13 **Dr. Hanson moved, Dr. Gehrig seconded:**
14 **“Resolved, that AIR - Approve 2017-2018 Moderate Sedation Task Force be approved as**
15 **amended.”**
16
17 **“Resolved, that the 2017-2018 Moderate Sedation Task Force be approved.**
18
19 **9. Moderate Sedation Task Force**
20 **Approval Status: TBD**
21
22 **Members:** five members
23
24 **Consultants:** Dr. Vincent Mayher, Dr. Joe Battaglia, Dr. Mike Bromberg, and Dr. Dave Roberts
25
26 **Charge:**
27 1.) Study the ADA 2016 HOD Resolution 37 educational standards and capnography
28 mandate;
29 2.) Study the AAPD policy on anesthesia;
30 3.) Make a recommendation/tool kit that our membership will utilize in the areas of
31 increased educational requirements, capnography mandate, and others in advocating to
32 state/regulatory boards;
33 4.) Make a recommendation on the AGD devising an AGD white paper on moderate
34 sedation;
35 5.) Submit an article for publication to AGD Communications Department.
36
37 **Timeline:** TBD, pending task force and President’s decision on lifting moratorium on policy
38 paper [See status below]
39
40 **Status:** Policy paper is on hold per the task force and president”

42 **PASSED**
43

1 Y – Acheson, Cheney, Drumm, Gajjar, Gehrig, Guter, Hanson, Harunani, King, Kozelka, Lew, Low, Olsen, Stillwell,
2 Uppal, White, Winland, Wooden, Worm

3
4 a - Gorman, Smith

5
6 A – Dubowsky, Dyzenhaus, Edgar, Shelly, Tillman

7
8 N/A – Cordero
9

10 **Dr. Smith moved, Dr. Cheney seconded:**

11 **“Resolved, that AIR – Amend BPM to create a Congressional Liaison be approved as**
12 **amended.”**

13
14 **“Resolved, that the Board Policy Manual be amended by the addition of a new section,**
15 **Policy Type II, Section 7, so that it reads:**

16
17 **Section 7. Congressional Liaison”**

18
19 **A Congressional Liaison shall be appointed by the President. The Liaison shall be an AGD**
20 **member in good standing, with the following experience:**

- 21
22 **1. Have served on the LGA Council or in some other leadership role within AGD.**
23 **2. Has attended/participated in at least three AGD Hill Days.**
24 **3. Has lobbied Congress, state legislatures, or state dental boards at least five times within**
25 **the past 10 years.**
26 **4. A Liaison shall serve for not more than two three year terms equaling six (6) years.**
27 **Such service may or may not be contiguous. The President shall appoint said liaison.**

28
29 **The duties of the Congressional Liaison shall be:**

- 30
31 **1. Works collaboratively with AGD’s contract lobbyist in Washington D.C. on strategies**
32 **to achieve AGD’s legislative priorities.**
33 **2. Develops and maintains a cadre of AGD members who have close personal contact with**
34 **top federal elected legislators from their respective states, and relays this information to**
35 **the Associate Executive Director, Public Affairs (or other appropriate staff) for**
36 **continued growth of the AGD’s advocacy network**
37 **3. Represents the AGD at appropriate events in Washington, D.C. and locally in order to**
38 **further promote and build relationships with legislators.**
39 **4. Promotes AGD’s position on legislative and regulatory issues directly with top federal**
40 **elected legislators and senior appointed officials.**
41 **5. Serves as a consultant to the Legislative and Governmental Affairs Council without the**
42 **right to vote.**
43 **6. Brings issues of importance to the Executive Committee and the Board in a timely**
44 **manner via communications done remotely without the need for travel, unless deemed**
45 **necessary. Travel to present in front of the Executive Committee and the Board to be**
46 **incorporated into future budgets thereafter as appropriate.**

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9

7. Accompanies the AGD President and other AGD officers on Congressional visits when appropriate and feasible.
There shall be a sunset review of this position every two years.
And be it further,
Resolved, that \$6,000 from the 2018 Contingency Fund be appropriated for this purpose.”

10
11
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20

PASSED
Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Gajjar, Gehrig, Gorman, Guter, Harunani, King, Kozelka, Lew, Low, Olsen, Smith, Uppal, White, Wooden, Worm
a - Hanson, Stillwell, Winland
A – Edgar, Shelly, Tillman
N/A – Cordero

21
22
23
24
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26

Dr. Smith moved, Dr. Cheney seconded:
“Resolved, that AIR – Adopt AGD Disaster Recovery Plan be referred to staff to update the language and include information regarding first aid kits and defibrillators.”
“Resolved, that the AGD Disaster Recovery Plan be approved as Board Policy.”

27
28
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35

PASSED
Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Gajjar, Gehrig, Gorman, Guter, Hanson, Harunani, King, Kozelka, Lew, Low, Olsen, Smith, Stillwell, Uppal, White, Winland, Wooden, Worm
A – Edgar, Shelly, Tillman
N/A – Cordero

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February 13, 2018 Meeting Minutes
Dr. Hanson moved, Dr. Shelly seconded:
“Resolved, that the consent agenda be approved as amended.”

- **17-18 Board Meeting I Minutes**
- **Board Meeting 11-13-17 Minutes**

1 **PASSED**

2
3 *Y – Acheson, Drumm, Gajjar, Gehrig, Gorman, Hanson, Harunani, King, Kozelka, Lew, Low, Olsen, Stillwell,*
4 *Uppal, White, Winland, Wooden*

5
6 *a - Dubowsky, Dyzenhaus, Edgar, Guter, Shelly, Smith, Tillman, Worm*

7
8 *A – Cheney*

9
10 *N/A – Cordero*

11
12 **Dr. Drumm moved, Dr. Lew seconded:**

13 **“Resolved, that AIR – Modify Executive Director Performance Evaluation Criteria.”**

14
15 **“Resolved that Section 1 Goal 3 of the Executive Director Performance Evaluation Tool be**
16 **changed as follows:**

17
18 **Goal 3: Promotes financial stability of the AGD through a 10% increase over the 2018**
19 **budget 2017 actual in non-dues revenue.”**

20
21 **PASSED**

22
23 *Y – Acheson, Drumm, Edgar, Gajjar, Gehrig, Guter, Hanson, Harunani, King, Kozelka, Lew, Low, Olsen, Shelly,*
24 *Tillman, Uppal, White, Winland, Worm*

25
26 *N – Gorman*

27
28 *a - Dyzenhaus, Dubowsky, Stillwell, Wooden*

29
30 *A – Cheney, Smith*

31
32 *N/A – Cordero*

33
34 **Dr. Wooden moved, Dr. Worm seconded:**

35 **“Resolved, that AIR - Approve 2018 Corporate Objectives be approved as amended.”**

36
37 **“Resolved, that the 2018 Corporate Objectives be approved.”**

38
39 **PASSED**

40
41 *Y – Acheson, Drumm, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gehrig, Gorman, Guter, Hanson, Harunani, King,*
42 *Kozelka, Lew, Low, Olsen, Shelly, Smith, Stillwell, Tillman, Uppal, White, Winland, Wooden, Worm*

43
44 *A – Cheney*

45
46 *N/A – Cordero*

47
48 **Dr. Worm moved, Dr. Hanson seconded:**

1 **“Resolved, that AIR – Appoint the Strategic Plan Task Force be approved as amended.”**

2
3 **“Resolved that the Strategic Plan Task Force and charge be approved.**

4
5 **1. Strategic Plan Task Force –**

6 **Members: ~~Seven-eight~~ in total with a mix of age, gender, length of AGD membership**
7 **including 3 members of Board; 2 current or recent Constituent officers; 1 Regional**
8 **Director, 1 Corporate/Affinity partner representative, 1 Staff consultant, and 1 member of**
9 **the New Dentist Committee**

10
11 **Charge:**

12 **The Strategic Planning Task Force is charged to work in collaboration with the AGD**
13 **Board, staff and the strategic planning consultant to identify and vet the major issues**
14 **facing dentistry and the AGD in order to develop a strategic and associated action plan to**
15 **address such.**

16
17 **Timeline:**

18 • **Proposals from strategic planning consultants due by February 9 for February 20**
19 **Executive Committee Call**

20 • **Preliminary strategic plan by May 1 for May 15 Executive Committee Call**

21 • **Revised preliminary strategic plan by June 1 for the 17-18 Board Meeting III -**
22 **Board Meeting (Board considers plan)**

23 • **Further revised preliminary strategic plan by July 30 for the 17-18 Board Meeting**
24 **IV- Board Meeting (Board finalizes plan for presentation to House of Delegates)**

25 • **Final strategic plan by September 5 for the House of Delegates Materials - HOD**
26 **considers plan November 4**

27
28 **Status:”**

29
30 **PASSED**

31
32 *Y – Acheson, Drumm, Dubowsky, Edgar, Gajjar, Gorman, Guter, Hanson, Harunani, King, Kozelka, Lew, Low,*
33 *Olsen, Shelly, Smith, Stillwell, Tillman, Uppal, White, Winland, Worm*

34
35 *N - Gehrig, Wooden*

36
37 *a – Dyzenhaus*

38
39 *A – Cheney*

40
41 *N/A – Cordero*

42
43 **Dr. Lew moved, Dr. Acheson seconded:**

44 **“Resolved, that the Board Meeting 10-11-17 Minutes and Board Meeting 11-28-17 Minutes**
45 **be approved.”**

1 **PASSED**

2
3 *Y – Acheson, Drumm, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gehrig, Gorman, Guter, Hanson, Harunani, King,*
4 *Kozelka, Lew, Low, Olsen, Shelly, Smith, Stillwell, Tillman, Uppal, White, Winland, Wooden, Worm*

5
6 *A – Cheney*

7
8 *N/A – Cordero*

9
10 **Dr. Hanson moved, Dr. Shelly seconded:**

11 **“Resolved, that the council and committee appointments be reported within the minutes.”**

12
13 **PASSED**

14
15 *Y – Acheson, Drumm, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gehrig, Gorman, Guter, Hanson, Harunani, King,*
16 *Kozelka, Low, Olsen, Shelly, Smith, Stillwell, Tillman, Uppal, White, Winland, Wooden, Worm*

17
18 *A – Cheney, Lew*

19
20 *N/A – Cordero*

21
22 **“Resolved, that the appointments be approved.”**

23
24 **Constitution/Bylaws**

25 **Dr. Sammy Ghareeb, Region 06, (2/13/2018 -11/3/2019), 1st term, (completing Dr. Lawler’s**
26 **term)**

27 **Dr. Samer Shamon, Region 09, (2/13/2018 -11/TBD/2020), 1st term,**

28
29 **Communications**

30 **Dr. Mark Worob, Region 18, (2/13/2018-11/TBD/2020), 1st term,**

31 **Dr. Mohamed Attia, Region 05, (2/13/2108-11/TBD/2019), 1st term, (finishing Dr. Botko's**
32 **original term: 7/18/2016-11/03/2019. Dr. Flamer-Caldera declined her appointment)**

33
34 **Policy Review Committee**

35 **Dr. Dawood Harunani, Region 08, (2/13/2018-11/4/2018), 1st term**

36
37 **Professional Relations**

38 **Dr. Joseph Battaglia, Region 04, (2/13/2018-11/4/2018), 8th term,**

39 **Dr. Myron Bromberg, Region 13, (2/13/2018-11/4/2018), 7th term,**

40 **Dr. Ralph Cooley, Region 18, (2/13/2018 -11/4/2018), 1st term,**

41 **Dr. Elizabeth Clemente, Region 4, (2/13/2018 -11/4/2018), 2nd term,**

42 **Dr. Samantha Shaver, Region 06, (2/13/2018 -11/4/2018), 1st term,**

43 **Dr. Vincent Mayher, Region 04, (2/13/2018-11/4/2018), 6th term, chair**

44 **Dr. Dr. Steven Ghareeb, Region 06, (2/13/2018-11/4/2018), 1st term,**

45 **Dr. Dr. Richard Crowder, Region 12, (2/13/2018-11/4/2018), 1st term,**

46 **Dr. Willis “Stan” Hardesty, Jr., Region 19, (2/13/2018-11/4/2018), 1st term,**

47 **Dr. Dan McCauley, Region 18, (2/13/2018-11/4/2018), 1st term,**

1 Dr. Manuel Cordero, Region 4, (2/13/2018 -11/4/2018), 3rd term Consultant, President
2 Dr. Neil Gajjar, Region 15-16, (2/13/2018 -11/4/2018), 2nd term Consultant, President-Elect
3 Dr. Connie White, Region 6, (2/13/2018 -11/4/2018), 2nd term Consultant, Vice President
4 Dr. Maria Smith, Region 1, (2/13/2018 -11/4/2018), 4th term Consultant, Immediate Past
5 President

6
7 **Future of General Dentistry Committee**

8 Dr. Donald Worm, Region 17, (2/13/2018 -11/3/2019), 1st term Trustee

9 Dr. K. David Stillwell, Region 12, (2/13/2018 -11/3/2019), 1st term Trustee

10 Dr. David Tillman, Region 18, (2/13/2018 -11/3/2019), 1st term, chair Trustee

11 Dr. Dr. Tyler Scott, Region 7, (2/13/2018 -11/3/2019), 1st term, Consultant

12 a member of the Dental Practice Council,

13 Dr. Steven Feldman, Region 05, (2/13/2018 -11/3/2019), 1st term, Consultant

14 a member of the LGA Council,

15 Dr. Rebekkah Merrell, Region 19 (2/13/2018 -11/3/2019), 1st term, Consultant, a member

16 of the Membership Council,

17 Dr. George Schmidt, Region 04, (2/13/2018 -11/3/2019), 1st term, Consultant a member of

18 the Dental Education Council,

19 Dr. Ricardo Suarez, Region 13, (2/13/2018 -11/3/2019), 1st term, Consultant a member of

20 the New Dentist Committee

21 Dr. John Olsen, Region 09, (2/13/2018 -11/3/2019), 1st term chair of the 2017 Future of

22 General Dentistry Task Force

23 Dr. Manuel Cordero, Region 4, (2/13/2018 -11/3/2019), 1st term President (or their

24 successor)

25 Dr. Neil Gajjar, Region 15-16, (2/13/2018 -11/3/2019), 2nd term President-Elect (or their

26 successor)

27 Dr. Connie White, Region 6, (2/13/2018 -11/3/2019), 2nd term Vice President (or their

28 successor)

29
30 **Awards Committee**

31 Dr. W. Carter Brown, Region 19, (2/13/2018 -11/3/2019), 1st 2nd term, chair Past President

32 John “Nick” Russo, Region 05 (2/13/2018 -11/3/2019), 4th term Past President

33 Dr. Howard Glazer, Region 04, (2/13/2018 -11/3/2019), 9th term Past President

34 Dr. Scott Dubowsky, Region 04, (2/13/2018 -11/3/2019), 1st term Trustee

35 Dr. Ravi Sinha, Region 11, (2/13/2018 -11/3/2019), 1st term RD Chair

36
37 **Leadership Development and Oversight Committee**

38 Dr. Onika Patel, Region 14, (11/6/2017-11/4/2018), 2nd term

39 Dr. Connie White, Region 6, (11/6/2017-11/4/2018), 2nd term, Consultant

40 Dr. Cheryl Goldasich, Region 13, (11/6/2017-11/4/2018), 2nd term, Consultant

41 Ms. Helena Hanson, Region 11, (11/6/2017-11/4/2018), 2nd term, Consultant

42
43 **Audit Committee**

44 Dr. Louis Boryc, Region 9, (2/13/17-11/4/2018), 1st term

1 **PACE**

2 **Dr. Ryan Vandani, Region 8, (2/13/2018 -11/4/2018), 1st term , Consultant (finishing Dr.**
3 **Arteaga's term)**

4 **Dr. Cheryl Mora, Region 8, (2/13/2018 -11/4/2018), 1st term , Consultant (finishing Dr.**
5 **Arteaga's term)**

6
7 **Dental Education Council**

8 **Dr. Emily Ishkanian, Region 14, (2/13/2018 -11/03/2019), 1st term (finishing Dr. Jeffrey**
9 **Horowitz's term. 7/18/16-11/3/19)"**

10
11 **“Resolved, that the AGD appoint Dr. Michael Lew to the Investment Committee as the**
12 **fourth non-voting member.**

13
14 **Dr. Michael Lew, Region 13, (2/13/2018-11/TBD/2020), 1st term”**

2018 Draft Prioritized Corporate Objectives Approved TBD	
	Membership – Increase the number of “full dues-equivalent” members to <u>27,000</u> by 4% by the end of 2018; retain <u>increase</u> existing market share of US members based on market share as of 12/31/15; retain at least 50% of 2015 new graduate members as of 12/31/18; increase Student members by 5% over 12/31/17 number.
	Non-Dues Revenue - Promotes financial stability of the AGD through a 10% increase over the 2018 budget 2017 Actual in non-dues revenue. G5, S1
	Scientific Session – By June 15, 2018, Scientific Session attracted 5% of AGD’s membership, G1, S1
	Communications/Membership/Information Technology/Marketing – Pilot online community program to support member engagement for Fellows and Pre-Fellows related attaining fellowship status by July 30, 2018. G4, S1, S2, S3, S4
	Communications – By December 31, 2018, implement a comprehensive content strategy(ies) (digital and print) across all channels (internal and external) that generates greater recognition of AGD as a leader in oral health through distribution of news, stories, and information that highlight 1) educational opportunities, 2) member experiences and contributions to the profession, and 3) research and policies. G4, S1, S2, S3, S4
	Communications – Increase awareness of AGD dentists and oral health related issues, measured through an increased number of searches of AGD members on Find and AGD dentists and other consumer education pages on the AGD.org website. Use public relations strategies to strengthen local opportunities by revising the PIO, webmaster and editor programs for AGD constituents by October 31, 2018. Measure effectiveness through impressions and number of placements. G4, S1, S2, S3, S4
	Advocacy A – By Dec. 31, 2018, represent the policies of the AGD before standard setting groups and the ADA as follows: <ul style="list-style-type: none"> • Comment on 100% of Code Maintenance Committee (CMC) submissions, with at least 75% assent of the CMC’s votes with the positions expressed by the AGD Dental Practice Council. • 90% of all resolutions upon which AGD takes a position at the ADA HOD will be acted upon favorably by the ADA HOD. • Provide written and/or verbal comment on 100% of new or revised standards, rules, or guidelines proposed by organizational bodies (such as CODA or ADA Councils) or regulatory bodies (such as EPA or FDA) and directed by AGD leadership or the appropriate councils/committees as warranting AGD comment. G2, S2.
	Constituent Branding/Websites – Finalize constituent website template and support constituents who utilize AGD’s platform for the websites by June 30, 2018. Identify new email platform by October 31, 2018 for constituent chapters who use this AGD-provided resource. Finalize all constituent communications and marketing and ensure 95% of constituents are using of new branding by December 31, 2018. G4, S2
	Education B – Develop a business plan and cost estimates for an online Fellowship Review course for Board approval by December 31, 2018. G1, S2.
	Advocacy B –By December 31, 2018, train 30 constituent leaders throughout the year virtually on best advocacy practices. Priority shall be leaders of constituents with pending legislative, regulatory, and political issues important to AGD. G2, S1, S2, S4, G4, S4, T3.
	AGD Student Chapters – By December 31, 2018, have AGD Student Chapters registered at 85% of US dental schools. G3, S1, S2, S4, S5
	Education C – By December 31, 2018, increase the number of nationally-approved PACE providers by 3% over the December 31, 2017 actuals. G1, S4
	Education A – By December 31, 2018, migrate the self-study program to automated and more user friendly online format and due to the added convenience, achieve a 5% increase in program revenues over the December 31, 2017 actuals. G1, S1, S2, S3

1
2 **17-18 Board Meeting II Minutes**
3

4 **Dr. Edgar moved, Dr. Worm seconded:**

5 **“Resolved, that the consent agenda be approved as amended.”**
6

- 7 **• AIRBII2018#01 - Amend HOD Policy 2015:309-H-6**
8

9 **PASSED**

10
11 *Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gehrig, Gorman, Guter, Hanson, Harunani,*
12 *King, Kozelka, Lew, Low, Olsen, Shelly, Smith, Stillwell, Tillman, Uppal, White, Wooden, Worm*

13
14 *A – Winland*

15
16 *N/A - Cordero*
17

18 **AIRBII2018#01 - Amend HOD Policy 2015:309-H-6**

19
20 **“Resolved that Policy 2015:309-H-6 be amended as follows.**

21
22 **2015:309-H-6 “Resolved, that HOD Policy 2014:107-H-6 be amended to read:**

23
24 ~~**“Resolved, that the AGD take advantage of super saver and other discounted airfares**~~
25 ~~**whenever possible in scheduling meetings and be it further**~~

26
27 ~~**Resolved, that officers, members of the Board, Council and Committee be encouraged to**~~
28 ~~**take advantage of super saver airfares by:**~~

- 29
30 ~~**1. Offering an extra per diem to an individual staying over on a Saturday night when**~~
31 ~~**the savings in airfare more than compensates for it.**~~
32
33 ~~**2. Holding Board Meetings within the continental United States in locations where**~~
34 ~~**Board members can be encouraged to stay over on a Saturday night to obtain a**~~
35 ~~**super saver airfare, and be it further**~~
36

37 ~~**“Resolved, that all Council and Committee Meetings be held in Chicago except for:**~~

- 38
39 ~~**1. Meetings of the Annual Meetings Council Scientific Meeting Council which may be**~~
40 ~~**held at sites selected for Annual Scientific Meetings to be held within three years.**~~
41
42 ~~**2. Such other meetings as the President may deem necessary which have to be moved**~~
43 ~~**to a location outside of Chicago because of justifiable logistical reasons, where the**~~
44 ~~**total cost of the airfare will be less or not appreciably more than it would have been**~~
45 ~~**held in Chicago.**~~
46
47 ~~**3. Any meeting held in conjunction with the AGD's Annual or Scientific Meeting.**~~
48

1 **4. Any meeting held in conjunction with the American Dental Association's Annual**
2 **Meeting."**

3
4 **Dr. Harunani moved, Dr. Worm seconded:**

5 **"Resolved that AIRBII2018#02 – Amend Investment Policy Statement be approved."**

6
7 **"Resolved, that Policy Type V. Board Policy Statements, H. Investment Policy Statement in**
8 **the Board Policy Manual be approved as amended."**

9
10 **PASSED**

11
12 *Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gehrig, Gorman, Guter, Hanson, Harunani,*
13 *King, Kozelka, Lew, Low, Olsen, Shelly, Smith, Stillwell, Tillman, Uppal, White, Wooden, Worm*

14
15 *A – Winland*

16
17 *N/A - Cordero*

18
19 **Dr. Gehrig moved, Dr. Hanson seconded:**

20 **"Resolved that AIRBII2018#03 – Amend BPM Governance Process Orientation be**
21 **approved."**

22
23 **"Resolved, that the Board Policy Manual be amended at Policy Type: II., Governance**
24 **Process to read:**

25
26 **Q. Board Processes**

27
28 **a. The incoming President will participate in ~~shall conduct~~ an orientation session for**
29 **all members of the Board and his/her council and committee chairpersons within three**
30 **months following the adjournment of the annual meeting at which he/she becomes**
31 **President.**

32
33 **b. The Board will consider and approve the policies which accommodate the program**
34 **of work as presented by staff, councils and committees and execute its fiduciary**
35 **responsibility toward sound financial planning principals in all its deliberations.**

36
37 **c. Items of new business must be placed in writing (Action Item Report, hereafter,**
38 **"AIR") and submitted to Headquarters at least five weeks in advance of a Board**
39 **meeting/call in order to be included on the agenda for that meeting. Any item of new**
40 **business which a member of the Board wishes to submit after the five-week deadline has**
41 **passed must be submitted in writing to the Executive Director no later than two weeks**
42 **before that meeting to be considered. This item of business must then be approved by a**
43 **two-thirds vote of the Board members present and voting at the meeting in order to be**
44 **considered, and then only after all other items of business on the published agenda have**
45 **been completed.**

1 **d. AIRs may only be submitted by:**
2 **1. a member of the Board**
3 **2. an action resulting from a formal vote of a council or committee (not just the**
4 **chair), the Regional Directors (in their entirety, not just a single RD), a task force or**
5 **another Board approved work group, a constituent (by majority vote of the constituent’s**
6 **Board), a region (by majority vote of the delegation) and staff, with the explicit written**
7 **direction and recommendation of the Executive Director.”**
8

9 **PASSED**

10
11 *Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gehrig, Gorman, Guter, Hanson, Harunani,*
12 *King, Kozelka, Lew, Low, Olsen, Shelly, Smith, Stilwell, Tillman, Uppal, White, Worm*

13
14 *a – Wooden*

15
16 *A – Winland*

17
18 *N/A - Cordero*
19

20 **Dr. Hanson moved, Dr. Cheney seconded:**

21 **“Resolved that AIRBII2018#04 – Amend BPM Meeting Invitations be approved as**
22 **amended.”**

23
24 **“Resolved that that Board Policy Manual be amended at Policy Type: II. Governance**
25 **Process, M. Charges of Council and Committees to read:**

26
27 **Councils and Committees**

28 **Section 1. Structure and Terms of Office**

29 ...

30
31 **Section 2. Meeting Attendance**

32 **A. In order to ensure the proper functioning of the councils, committees, task forces and**
33 **other formalized groups, only guests previously approved by the Chair and the President of**
34 **the AGD will be allowed to attend. The president must be informed who the guest will be**
35 **before the meeting.**
36

37 **Section 32. The composition and responsibilities of each council are:”**
38

39 **DEFEATED**

40 *(Due to a clerical error only the numbers were recorded for this vote)*

41
42 *Y – 6*

43
44 *N – 17*

45
46 *a – 2*
47

1 A – Winland

2
3 N/A - Cordero

4
5 **Dr. Drumm moved, Dr. Hanson seconded:**

6 **“Resolved, that AIRBII2018#16 – Amend BPM Congressional Liaison be approved.”**

7
8 **“Resolved, that the Board Policy Manual be amended at Policy Type II, Section 7, so that it**
9 **reads:**

10
11 **Section 7. Congressional Liaison**

12
13 **A Congressional Liaison shall be appointed by the President. The Liaison shall be an AGD**
14 **member in good standing, with the following experience:**

- 15
16 **5. Have served on the LGA Council or in some other leadership role within AGD.**
17 **6. Has attended/participated in at least three AGD Hill Days.**
18 **7. Has lobbied Congress, state legislatures, or state dental boards at least five times within**
19 **the past 10 years.**
20 **8. ~~A Liaison shall serve for not more than two three year terms equaling six (6) years.~~**
21 **~~Such service may or may not be contiguous.~~ The President shall appoint said liaison for**
22 **a one year term.**

23
24 **The duties of the Congressional Liaison shall be:**

- 25
26 **8. Works collaboratively with AGD’s contract lobbyist in Washington D.C. on strategies**
27 **to achieve AGD’s legislative priorities.**
28 **9. Develops and maintains a cadre of AGD members who have close personal contact with**
29 **top federal elected legislators from their respective states, and relays this information to**
30 **the Associate Executive Director, Public Affairs (or other appropriate staff) for**
31 **continued growth of the AGD’s advocacy network**
32 **10. Represents the AGD at appropriate events in Washington, D.C. and locally in order to**
33 **further promote and build relationships with legislators.**
34 **11. Promotes AGD’s position on legislative and regulatory issues directly with top federal**
35 **elected legislators and senior appointed officials.**
36 **12. Serves as a consultant to the Legislative and Governmental Affairs Council without the**
37 **right to vote.**
38 **13. Brings issues of importance to the Executive Committee and the Board in a timely**
39 **manner via communications done remotely without the need for travel, unless deemed**
40 **necessary. Travel to present in front of the Executive Committee and the Board to be**
41 **incorporated into future budgets thereafter as appropriate.**
42 **14. Accompanies the AGD President and other AGD officers on Congressional visits when**
43 **appropriate and feasible.**

44
45 **There shall be a sunset review of this position every two years.”**

1
2 **DEFEATED**

3
4 *N - Acheson, Cheney, Drumm, Edgar, Gajjar, Gehrig, Gorman, Guter, Hanson, Harunani, King, Kozelka, Lew,*
5 *Olsen, Shelly, Stillwell, Tillman, Uppal, White, Worm*

6
7 *a – Dyzenhaus, Dubowsky, Low, Smith, Wooden,*

8
9 *A – Winland*

10
11 *N/A - Cordero*

12
13 **Dr. Dyzenhaus moved, Dr. Hanson seconded:**

14 **“Resolved, that AIRBII2018#17 – Amend BPM to Mandate Conflict of Interest Audit,**
15 **be referred to the Audit Committee to research the level of disclosure needed for the code**
16 **of conduct, and report back with recommendations at the April 24, 2018 Board meeting.”**

17
18 **“Resolved, that the Board Policy Manual be amended at Policy Type II, O. Code of**
19 **Conduct, by addition, so that it reads:**

20 ...

21
22 **An audit of each Board member’s, Conflict of Interest Statement shall be accomplished by**
23 **HR staff annually through the use of <https://openpaymentsdata.cms.gov/> with a report**
24 **presented to the President and copy to the Audit Committee. In addition, HR staff shall**
25 **conduct a random audit of 10% of all other AGD leaders: RDs, DCs, Council and**
26 **Committee members, and other workgroup members,**

27
28 **And be it further,**

29
30 **Resolved that the following enforcement protocols be adopted:**

31
32 **General Provisions**

33 **1. All instances of apparent discrepancies will be forwarded to the Audit Committee for**
34 **review.**

35 **2. The Audit Committee will have three (3) weeks to review and adjudicate all referrals.**

36 **3. The Audit Committee will direct staff to send via registered mail, return receipt**
37 **requested, notice to any member whose disclosure has been adjudicated deficient.**

38 **4. All members so notified shall have two (2) weeks to remediate any deficiency or**
39 **otherwise notify the Audit Committee why the member believes the adjudication was in**
40 **error.**

41 **5. The Audit Committee shall transmit a report to the Board of all proceedings within one**
42 **(1) week of receipt of acknowledgement from the aforementioned member.**

43
44 **Specific Provisions (Executive Committee member)**

1 **1. Notice of any deficiency not remediated shall be transmitted to the next session of the**
2 **HOD for informational purposes and potential further action including, but not limited to**
3 **removal from office, consistent with Chapter VIII, Section 3 (E) of the Bylaws.**
4

5 **Specific Provisions (Trustees and Regional Directors)**

6 **1. Notice of any deficiency not remediated shall be transmitted along with the Audit**
7 **Committee’s report to the member’s Region which explains AGD’s concern relative to the**
8 **conflict of interest policy.**

9 **2. It will be the province of the Region to take any further action.**

10
11 **Specific Provisions (Division Coordinators, Council and Committee members, and**
12 **members of all other agencies)**

13 **1. Notice of any deficiency not remediated, shall result in removal from said agency**
14 **consistent with the provisions of Chapter XIII, Section 1 (F).”**
15

16 **PASSED**

17
18 *Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gehrig, Gorman, Guter, Hanson, Harunani,*
19 *King, Kozelka, Lew, Low, Olsen, Shelly, Smith, Stillwell, Tillman, Uppal, White, Wooden, Worm*

20
21 *A – Winland*

22
23 *N/A – Cordero*
24

25 **Dr. Smith moved, Dr. Tillman seconded:**

26 **“Resolved that the AIRBII2018#06 be approved as amended.”**
27

28 **“Resolved, that the AGD create a Social Media Task Force to explore ways to increase**
29 **awareness of AGD by way of social media and make recommendations to the**
30 **Communication Council.**

31
32 **Members: The task force shall consist of five members with strong knowledge of social**
33 **media and utilization.**

34
35 **Charge: It shall be the duty of the task force to:**

- 36 **1. Provide recommendations for increasing general public engagement on social media**
37 **2. Provide content recommendations**
38 **3. Identify new campaigns or tactics that would benefit the organization’s strategic**
39 **objectives through social media**
40 **4. Work with other members of the Communications Council in ways that allow social**
41 **media to support other communication objectives.**
42

43 **Timeline: The task force will submit a report to the Communications Council and then the**
44 **Board for its review at the Board Meeting I meeting (2018-19).”**
45

1 **Status: The purpose of the task force should be reviewed annually. The Communication**
2 **Council is charged with reviewing the task force's charge in January 2019 during its**
3 **council meeting to determine whether it should be continue with its charge for an**
4 **additional year."**

5
6 **PASSED**

7
8 *Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gehrig, Gorman, Guter, Harunani, King,*
9 *Kozelka, Lew, Low, Olsen, Shelly, Smith, Stillwell, Tillman, Uppal, White, Wooden, Worm*

10
11 *a - Hanson*

12
13 *A – Winland*

14
15 *N/A - Cordero*

16
17 **Dr. Hanson moved, Dr. Worm seconded:**

18 **"Resolved that AIRBII2018#07 be approved."**

19
20 **"Resolved, that the AGD endorse the Infection "Control Consortium's (ICC) summary of**
21 **proceedings document, master curriculum elements document, and press release, per the**
22 **request of the Organization for Safety, Asepsis and Prevention (OSAP) and the Dental**
23 **Assisting National Board (DANB)."**

24
25 **PASSED**

26
27 *Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gehrig, Gorman, Guter, Hanson, Harunani,*
28 *King, Kozelka, Lew, Low, Olsen, Shelly, Smith, Stillwell, Tillman, Uppal, White, Wooden, Worm*

29
30 *A – Winland*

31
32 *N/A - Cordero*

33
34 **I. AIRBII2018#08 – Create Separate Meetings and Sponsorship Departments**

35
36 **Dr. Low moved, Dr. Shelly seconded:**

37 **"Resolved that AIRBII2018#08 – Create Separate Meetings and Sponsorship Departments**
38 **be approved."**

39
40 **"Resolved, that the following inter-fund shifts be approved to create and fund staffing for**
41 **two new departments: one for meetings and one for corporate relations**

- 42 • **\$15,000 plus taxes (from Education Department staffing budget – part of existing staff**
43 **member salary to Meetings Department staffing budget)**
44 • **\$54,000 plus benefits (from Education Department staffing budget – full budgeted staff**
45 **members salary to Meetings Department staffing budget)**
46 • **\$206,000 (from Meetings Department AMC outsource budget to Meetings Department**
47 **staffing budget)**

- 1 • \$60,000 (from Meetings Department AMC outsource budget - exhibits to Corporate Relations Department staffing budget)
- 2
- 3 • \$100,000 (from Meetings Department AMC outsource budget – corporate relations development sponsors to Corporate Relations Department staffing budget)
- 4
- 5 • \$40,000 (from Communications Department AMC outsource budget – advertising to Corporate Relations Department staffing budget)
- 6
- 7 • \$45,000 plus benefits (from Governance staffing budget to Meetings Department staffing)”
- 8

9
10 **PASSED**

11
12 *Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gehrig, Gorman, Guter, Hanson, Harunani, King, Kozelka, Lew, Low, Olsen, Shelly, Smith, Stillwell, Tillman, Uppal, White, Wooden, Worm*

13
14
15 *A – Winland*

16
17 *N/A – Cordero*

18
19 **Dr. Cheney moved, Dr. Hanson seconded:**

20 **“Resolved that AIRBII2018#09 be approved as amended.”**

21
22 **“Resolved, that PACE Eligibility requirements be modified as follows,**

23
24 **Eligibility**

25 **The provider organization is approved, not speakers or individual course content. The applicant may be a major unit or department within an institution. To be eligible for PACE approval the following criteria must be met:**

- 26
27
28
- 29 **1. The CDE provider offers a planned program of continuing dental education activities consistent with the definition of continuing dental education provided in the Lexicon of Terms. Initially, Applicants are eligible for up to a four year approval term based on their compliance to the published PACE Standards and Criteria. The CDE provider must demonstrated oversight by an independent advisory committee. CDE organizations can be granted up to a six year approval based on documented experience offering courses and documented compliance to the published PACE Standards and Criteria. - First-time CDE applicants who have not held courses within the last 12 months immediately preceding the application date shall be limited to a one-year probationary term of approval.**
 - 30
31
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38
39 **- First-time CDE applicants who have held courses within the last 12 months immediately preceding the application date shall be limited to a maximum two-year term of approval.**
 - 40
41 **- CDE applicants may be granted up to a six-year approval immediately following two consecutive four-year approval terms.**
 - 42
43
44
45
46 **2. The CDE provider must be located or have a permanent base in the United States, Canada or their territories, or be an officially recognized agency or unit within the national dental services of the United States or Canada. CDE providers that do not fit**

1 within this criterion must meet the additional international eligibility requirements
2 provided in the Eligibility Requirements for International Continuing Dental Education
3 Providers section before being considered eligible to apply for recognition.

- 4
- 5 **3. ~~The program provider~~ CDE provider must demonstrate oversight by a planning**
6 **committee and must ensure that all courses offered for continuing education credit have**
7 **a sound scientific basis in order to adequately protect the public. PACE reserves the**
8 **right to require acceptable substantiation from providers that their courses have a sound**
9 **scientific basis and that they ensure public safety.**
- 10
- 11 **4. ~~The program~~ CDE provider must ensure that the educational methods are appropriate**
12 **to the stated objectives for the activity and, when participation is involved, enrollment**
13 **must be related to available resources to ensure effective participation by enrollees.**
- 14
- 15 **5. ~~The program~~ CDE provider must ensure that the facilities selected for each activity are**
16 **appropriate to accomplishing the educational method(s) being used and the stated**
17 **educational objectives.**
- 18
- 19 **6. The CDE provider must demonstrate that it assumes the financial and administrative**
20 **responsibility of planning, publicizing and offering the CDE program consistent with the**
21 **definition of provider at the end of this document.**
- 22
- 23 **7. ~~The program~~ CDE provider must ensure that, upon completion of a continuing dental**
24 **education course intended toward attainment of certification or other recognition**
25 **through the ~~program~~ CDE provider, participating dentists will not be obligated, as a**
26 **condition for attaining or maintaining that certification or recognition, to utilize a**
27 **volume of any products and/or services.**

28

29 **And be it further resolved that PACE Standard I, Criterion E be modified as follows,**

30

31 **E. Program providers must maintain a planning committee ~~that includes at least one~~**
32 **~~licensed dentist.~~ A planning committee is an objective entity that provides peer review and**
33 **direction of the program and the provider. The planning committee must include at least**
34 **one licensed dentist who is independent from other responsibilities for the provider. The**
35 **composition should include objective representatives of the intended audience, including**
36 **members of the dental team for which the courses are offered. This dentist shall represent**
37 **~~the intended audience of the programming, and will have no other responsibilities to the~~**
38 **~~program provider.~~**

39

40 **And be it further resolved that the approvals section of the PACE Guidelines be modified**
41 **as follows,**

42

43 **Any reference to the awarding of approved continuing education credit by a PACE-**
44 **approved program provider in its announcements, promotional materials, publications, or**
45 **any other form of communication must conform exactly to the following:**



~~The (name of provider) is designated as an Approved PACE Program Provider by the Academy of General Dentistry. The formal continuing dental education programs of this program provider are accepted by AGD for Fellowship, Mastership and membership maintenance credit.~~

**(Nationally/Locally) Approved PACE Program Provider for FAGD/MAGD credit
Approval does not imply acceptance by a state or provincial board of dentistry or any other applicable regulatory authority, or AGD endorsement. The current term of approval extends from (month/day/year) to (month/day/year) Provider ID (AGD ID Number)."**

PASSED

Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gehrig, Gorman, Guter, Hanson, Harunani, King, Kozelka, Lew, Low, Olsen, Shelly, Smith, Stillwell, Tillman, Uppal, White, Wooden, Worm

A – Winland

N/A - Cordero

Dr. Dyzenhaus moved, Dr. Gehrig seconded:

“Resolved, that AIRBII2018#10 – Regional Director Outreach to Dental Schools be referred to the Regional Directors with input from the Membership Council and Dental Student Task Force for collaboration and development of a business plan including metrics.”

“Resolved, that \$27,500 be allocated from the 2018 Contingency Fund to provide Regional Directors with up to \$500 USD for each dental school in their region, to be used specifically for student membership recruitment and retention, and be it further,

Resolved, that metrics will be created to track: 1) Utilization of the funds, 2) RD involvement with Student Chapter/Dental Schools, 3) increase in Student membership and retention, 4) Increase in the number of student chapters.”

PASSED

Y – Acheson, Cheney, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gehrig, Gorman, Guter, Hanson, Harunani, King, Low, Shelly, Smith, Stillwell, Tillman, Uppal, White, Wooden, Worm

N – Drumm, Olsen

a – Kozelka, Lew

A – Winland

1 N/A - Cordero

2
3 **Dr. Worm moved, Dr. Cheney seconded:**

4 **“Resolved, that AIRBII2018#11 – Pilot Program: Create Online Community to Promote**
5 **Fellowship be referred to the Membership, Dental Education and Communication Councils**
6 **for further clarification on the desired outcomes including but not limited to financial and**
7 **staffing.”**

8
9 **“Resolved, that AGD launch a six month pilot program targeting member participation in**
10 **an online community, including AGD Connect and/or a private Facebook group. Focus of**
11 **community would be information, resources and discussions on pre-Fellows and Fellows;**

12
13 **And be it further resolved that a report with metrics to evaluate engagement be presented**
14 **to the Council to determine further strategies.”**

15
16 **PASSED**

17
18 *Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gehrig, Gorman, Guter, Hanson, Harunani,*
19 *King, Kozelka, Lew, Low, Olsen, Shelly, Smith, Stillwell, Tillman, Uppal, White, Wooden, Worm*

20
21 *A – Winland*

22
23 *N/A - Cordero*

24
25 **Dr. Stillwell moved, Dr. Worm seconded:**

26 **“Resolved, that the Board Zoom 2-13-18 minutes be approved as corrected.”**

27
28 **PASSED**

29
30 *Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gehrig, Gorman, Guter, Hanson, Harunani,*
31 *King, Kozelka, Lew, Low, Olsen, Shelly, Smith, Stillwell, Tillman, Uppal, White, Wooden, Worm*

32
33 *A – Winland*

34
35 *N/A - Cordero*

36
37 **Dr. Cheney moved, Dr. White seconded:**

38 **“Resolved that AIRBII2018#13 – Amend Educational Collaborations Criteria be**
39 **approved.”**

40
41
42 **“Resolved, that the Board Policy Manual be amended at Policy Type: V. Board**
43 **Guidelines, W. Educational Collaboration Guidelines to read:**

44
45 **Characteristics of the other entity(ies)**
46

1 The AGD shall enter into educational collaborations only with entity(ies) that meet, or exceed if
2 applicable, the following criteria:
3

- 4 1. Each entity is a Program Approval for Continuing Education (PACE) provider that maintains
5 the standards of the PACE program and meets the standards of the AGD as determined by the
6 AGD Dental Education (DE) Council.
- 7 2. The entity(ies) have undergone evaluation by the AGD of the history and reputation of the
8 entity(ies) to assess any findings that might affect the collaboration and/or AGD members'
9 perception of the collaboration.
- 10 3. The entity(ies), collectively if more than one, must offer product(s) or program(s) that our
11 members want and would consider a benefit to them.
- 12 4. All educational entities will be considered, including, but not limited to: corporate, profit, non-
13 profit, individually owned, educational institutions.
- 14 5. Each entity will be requested to ~~must~~ purchase, at no expense to the AGD, an exhibit booth at
15 an AGD scientific session.

16 Binding terms

17
18
19 Educational collaborations shall be implemented by agreement between the parties. Said agreement
20 shall be memorialized in the form of binding terms captured in writing as either contract or
21 memorandum of understanding whereby binding terms are expressly indicated as binding. The
22 following criteria shall apply to said binding terms (the "contract"):
23

- 24 1. The contract ~~shall~~ should be for a term not to exceed two (2) years unless warranted to develop
25 a successful collaboration as recommended by the DE Council and approved by the Board.
- 26 2. The contract shall not be evergreen, and shall not automatically renew upon expiration of the
27 initial or any subsequent term.
- 28 3. The contract shall allow for renewal with the same or different terms, only upon the mutual
29 agreement of all parties (or their assignees or delegates, should the benefits and duties of said
30 parties been legally assumed by said assignees or delegates), and only to the extent that the sum
31 of the initial term and all renewal terms does not exceed five (5) years whereby each renewal
32 period has a term of one year.
- 33 4. The contract shall allow for either or any of the parties to terminate the contract without cause,
34 without any termination fee, liquidated damages, or penalty to be paid by the terminating
35 party, upon 30-days written notice to the other part(ies).
- 36 5. The contract shall set forth promotional requirements to meet the requirements of each party,
37 including the responsibility of each party, the allocation of costs, and the timing of promotions.
38 Subsequent revisions to said marketing terms should be reported immediately to the AGD
39 Communications and Marketing Departments. All promotions shall require the approval of the
40 AGD prior to implementation.
- 41 6. The contract shall expressly require that the AGD logo be included in all external
42 communications by any party, related to the collaboration, including the educational
43 programming.
- 44 7. The contract shall delineate ownership of intellectual property of each party, as well as of any
45 other property, if applicable.
- 46 8. The contract shall not bind the AGD to collaborate exclusively with any entity(ies), and shall
47 not limit the number of agreements, including collaborations, into which the AGD may enter,
48 except where it is in AGD's best interest to agree to such exclusivities and limitations.
49

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Process of review

Educational sponsorships will be developed by the AGD Dental Education Council as follows:

1. The DE Council should be the entry place or clearinghouse for any potential educational sponsor coming to the AGD or for any educational sponsor that the AGD would consider reaching out to for an educational sponsorship.
2. A subcommittee of the DE Council will be formed to look at each potential sponsor initially and assess its prospective value. The subcommittee will also look at the costs associated with that potential sponsorship.
3. Once the above initial deliberation has been accomplished, the subcommittee shall share the opportunity with any council or committee that might need to have input. This will always include the PACE Council but will also include any other council which may be affected or have input to the particular agreement. The opportunity shall be shared concurrently with the EC for its input.
4. Because time is of the essence in the consideration of these opportunities, the DE subcommittee, through the DE Council Chair, will contact any and all other Chairs of any council or committee that are impacted by this agreement and should have input ~~and the~~ along with input from the EC.
5. One week (7 calendar days) will be given for each such chairperson and the EC (by the President, for the body) to respond. In the event that any such chairperson is unavailable or fails to respond within one week (7 calendar days), the AGD President or council/committee chairperson shall assign another council/committee member to respond on behalf of that council/committee, and that other council/committee member shall have three (3) calendar days from the date s/he receives the request or the remainder of said week (7 calendar days), whichever is greater, to respond to the request of the DE Council Chair.
6. Negotiations for the prospective sponsorship will proceed (with any additional information provided by those chairs or the EC) unless there is reason found through this process to terminate or alter them.
7. If the DE Council decides, through its due diligence, that an opportunity does not meet the criteria to be considered for an AGD educational sponsorship and should not move forward, there will be no further negotiations and the sponsorship will not be accepted.
8. Any and all final agreements will be routed through traditional contract review protocols following negotiations.
9. The AGD Board is the final deciding body for each such agreement.

If an educational sponsorship opportunity fails to meet these guidelines, as determined by the DE Council after its exercise of due diligence, the sponsorship will not be considered. No educational sponsorship shall be considered unless it meets the approval of the DE Council, and its subcommittee and of the AGD Executive Committee and the Trustees.”

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45
46
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48
49
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PASSED

Y – Acheson, Cheney, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gehrig, Gorman, Guter, Hanson, King, Kozelka, Lew, Low, Olsen, Shelly, Smith, Stillwell, Tillman, White, Worm

N – Drumm, Harunani, Uppal, Wooden

A – Winland

1 N/A - Cordero

2
3 **Dr. Smith moved, Dr. White seconded:**

4 **“Resolved, that the Board reconsider the Board Zoom 2-13-18 minutes.”**

5
6 **PASSED**

7
8 *Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gehrig, Gorman, Guter, Hanson, Harunani,*
9 *King, Kozelka, Lew, Low, Olsen, Shelly, Smith, Stillwell, Tillman, Uppal, White, Wooden, Worm*

10
11 *A – Winland*

12
13 *N/A - Cordero*

14
15 **“Resolved, that the Board Zoom 2-13-18 minutes be approved as amended.”**

16
17 **PASSED**

18
19 *Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gehrig, Gorman, Guter, Hanson, Harunani,*
20 *King, Kozelka, Lew, Low, Olsen, Shelly, Smith, Stillwell, Tillman, Uppal, White, Wooden, Worm*

21
22 *A – Winland*

23
24 *N/A - Cordero*

25
26 **Dr. Drumm moved, Dr. Olsen seconded:**

27 **“Resolved, that AIRBII2018#12 be approved.”**

28
29 **“Resolved, that the Board Policy Manual be amended at Policy Type: II. Governance**
30 **Process to read:**

31
32 **Q. Board Processes**

33
34 **a. The incoming President shall conduct an orientation session for all members of the**
35 **Board and his/her council and committee chairpersons within three months following the**
36 **adjournment of the annual meeting at which he/she becomes President.**

37
38 **b. The Board will consider and approve the policies which accommodate the program**
39 **of work as presented by staff, councils and committees and execute its fiduciary**
40 **responsibility toward sound financial planning principals in all its deliberations.**

41
42 **c. Items of new business must be placed in writing (Action Item Report, hereafter,**
43 **“AIR”) and submitted to Headquarters at least five weeks in advance of a Board**
44 **meeting/call in order to be included on the agenda for that meeting. Any item of new**
45 **business which a member of the Board wishes to submit after the five-week deadline has**
46 **passed must be submitted in writing to the Executive Director no later than two weeks**
47 **before that meeting to be considered. This item of business must then be approved by a**

1 two-thirds vote of the Board members present and voting at the meeting in order to be
2 considered, and then only after all other items of business on the published agenda have
3 been completed.

4
5 d. AIRs may only be submitted by:

6 1. a member of the Board

7 2. an action resulting from a formal vote of a council or committee (not just the
8 chair), the Regional Directors (in their entirety, not just a single RD), a task force or
9 another Board approved work group, a constituent (by majority vote of the constituent's
10 Board), a region (by majority vote of the delegation) and staff, with the explicit written
11 direction and recommendation of the Executive Director

12
13 e. Creation of a new task force must be accompanied by an AIR which includes the
14 composition of members, a charge, financial information and a timeline.

15
16 **PASSED**

17
18 *Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gorman, Guter, Hanson, Harunani, King,*
19 *Kozelka, Lew, Low, Olsen, Shelly, Smith, Stillwell, Tillman, Uppal, White, Wooden, Worm*

20
21 *a - Gehrig*

22
23 *A – Winland*

24
25 *N/A - Cordero*

26
27 **Dr. Cheney moved, Dr. Hanson seconded:**

28 **“Resolved that AIRBII2018#14 be approved.”**

29
30 **“Resolved, that Policy Type V. Board Policy Statements, K. Travel Policy in the Board**
31 **Policy Manual be approved as amended.**

32
33 **ACADEMY OF GENERAL DENTISTRY (AGD)**

34 **TRAVEL POLICY**

35
36 **PURPOSE**

37
38 **To control the travel costs and expenditures for the AGD.**

39 **To provide our member travelers with a superior level of service by implementing new,**
40 **updated guidelines.**

41 **To meet our contracted obligations with hotels by requiring AGD funded travelers to stay**
42 **in the AGD contracted hotels.**

43
44 **AIR TRAVEL GUIDELINES**
45

1 Funded travelers will receive a letter or e-mail from the AGD Headquarters Office noting
2 the published meeting starting and ending times.

3
4 Travelers on AGD business are free to search the Internet for the lowest round trip coach
5 airfare. Travel will be reimbursed at the level of economy/coach class only for domestic
6 travel, not to exceed the published rate at 21 days prior to travel. If travel is scheduled
7 around peak travel periods, then travel should be booked more than 21 days prior to
8 travel. Traveler will not be expected to purchase tickets for flights that do not include
9 access to the overhead bin. Any documentation used to support cost savings for an extra
10 night stay at a hotel, or when travel policy requires a print out of airfare for
11 reimbursement purposes, etc. should adhere to these parameters.

12
13
14 Any airfare exceeding \$600, or the figure designated for a specific meeting, must be sent to
15 the AGD for approval pre-approved prior to securing the reservation. Please send the
16 request for pre-approval to Finance@agd.org. In some cases, the AGD will offer
17 recommendations to alter schedules. In other cases the AGD may be able to purchase the
18 flight with AMEX points. A flyer's frequent flyer preference will not take precedence over
19 the traveler's flexibility in accepting significantly lower airfares on alternate airlines.
20 Frequent flyer miles are not accrued on free tickets. If prior approval is not requested, and
21 documented, travelers will only be reimbursed \$600.

22
23 Traveler will not be reimbursed for upgrades in seat assignments or class of ticket. Any
24 upgrades such as moving to an emergency exit row, etc., will be the responsibility of the
25 traveler.

26
27 Once travel has been reserved, the ticket is non-refundable. Any cancellation or change to
28 the ticket, other than if the change was pre-approved by AGD or if the cancellation or
29 change was initiated by the airline, will be the responsibility of the traveler, and not the
30 AGD. ~~All unused tickets will be returned to AGD.~~

31
32 ~~Reservations should be scheduled a minimum of 21 days prior to travel, unless travel is~~
33 ~~scheduled around peak travel periods, then travel should be booked more than 21 days~~
34 ~~prior to travel.~~

35
36 Travelers are not required to stay over a Saturday night in order to obtain a lower airfare.
37 However, if the traveler agrees and the cost savings exceeds the cost of another night of
38 hotel, per diem and parking, are significant, the AGD will be responsible for covering the
39 additional hotel night's charge, per diem and parking. Documentation to support the cost
40 savings should be submitted in order to obtain this additional reimbursement. and meals.
41 ~~The cost of a Saturday departure should not exceed the total cost of airfare and a Saturday~~
42 ~~night hotel stay for a Sunday departure.~~

43
44 Members will not be required to travel past 11 pm in the time zone of their destination city.
45

1 **If a traveler chooses an itinerary for personal reasons (i.e. e.g., such as including a stop in**
2 **another city), travel costs will be covered for the lowest available airfare between the**
3 **traveler's home city and the meeting site. Any additional charges will be the traveler's**
4 **responsibility. Please provide a print out of the airfare between the traveler's home city**
5 **and the meeting site for reimbursement purposes.**
6

7 **Frequent flyer miles accrued by the traveler while traveling on AGD business are the**
8 **property of the traveler.**
9

10 **Airline compensation vouchers, i.e. e.g., for travelers who wish to volunteer their seats for**
11 **compensation, will remain the property of the traveler providing that the traveler's**
12 **participation in the AGD meeting is not compromised in any way.**
13

14 **Travelers will be reimbursed upon submission of a receipt for the charge of one checked**
15 **bag regardless of the length of stay. If a traveler purchased a fare that does not include**
16 **access to the overhead bin, reimbursement will be provided for both access to the overhead**
17 **bin and a checked bag. ; a second checked bag will be reimbursed if the event requires a**
18 **stay of longer than five (5) days.**
19

20 **HOTEL ACCOMMODATIONS**

21

22 **For functions in which there is an AGD contracted hotel, all AGD funded travelers are**
23 **required to stay at the AGD-contracted hotel. Travelers staying at hotels not contracted by**
24 **the AGD will not be reimbursed for accommodations.**
25

26 **All hotel reservations must be made following the AGD's established housing procedures.**
27

28 **Frequent guest points earned during the course of AGD-funded business remain the**
29 **property of the traveler.**
30

31 **For functions in which there is not an AGD contracted hotel, travelers will be reimbursed**
32 **at the flat rate or single room rate plus tax. If due to an extra guest in the room, the rate is**
33 **more than the single room rate, the traveler will be responsible for the rate difference.**
34

35 **Travelers need to present a personal credit card upon check-in, retaining a bill of charges**
36 **that should be submitted with the expense reimbursement form.**
37

38 **GROUND TRANSPORTATION**

39

40 **Travelers will be reimbursed for actual costs of round-trip travel from home/airport/hotel,**
41 **and if utilizing personal automobile, based on the prevailing I.R.S. rate. It is expected that**
42 **the most economical method of transportation should will be utilized including. It is**
43 **expected that airport shuttle services or ride-share companies (such as Uber) will be used**
44 **whenever possible.**
45

1 **Limousine service will not be authorized unless it is less than or equal to taxi, or shuttle**
2 **transportation. Travelers wishing to utilize a limousine to and from the airport will only be**
3 **reimbursed at the shuttle rate or mileage based on the prevailing I.R.S. rate.**

4
5 **Rental car expenses will not be authorized unless they are less than or equal to taxi, ride-**
6 **share or shuttle transportation. Travelers wishing to utilize a rental car must get pre-**
7 **approval from AGD prior to travel securing the reservation. Please send the request for**
8 **pre-approval with supporting documentation to Finance@AGD.org. If prior approval is**
9 **not authorized, travelers will only be reimbursed at the shuttle rate.**

10
11 **When a ~~spouse drives~~ an AGD member is driven to the airport and/or subsequently picks**
12 **him/her picked up at the airport, that member will be reimbursed for mileage costs for ~~two~~**
13 **each round trip to the airport. In such cases, the AGD will reimburse parking only if the**
14 **spouse individual must park at the airport to pick up the member. No overnight parking**
15 **charges will be reimbursed. The cost for each round trip should not exceed the cost of a**
16 **taxi, ride-share or shuttle service.**

17
18 **When traveling by air, self-parking and tolls to and from the member's home airport are**
19 **covered up to a parking maximum of \$30 per day.**

20
21 **Gasoline charges will not be separately reimbursed since they are covered under the**
22 **standard mileage reimbursable allowance.**

23
24 **Members who live locally who wish to utilize their personal automobile will be reimbursed**
25 **based on the prevailing I.R.S. rate. Tolls and self-parking charges will be reimbursed at a**
26 **maximum of \$30 per day. However, when a member drives to an AGD meeting organized**
27 **by the Chicago office, he or she will be reimbursed up to the limit of the parking charge at**
28 **the AGD hotel.**

29
30 **Travelers will be responsible for all parking fines and traffic tickets incurred while**
31 **traveling on AGD-funded business. The use of a personal automobile versus air travel is**
32 **permissible providing the mileage compensation does not exceed the cost of the airline**
33 **ticket at the lowest available airfare. If the airfare is more economical, the traveler will**
34 **only be reimbursed the equivalent of the airfare and not the mileage.**

35 36 **PER DIEM**

37
38 **The per diem rate for each day of official AGD funded business is \$75. In no case will the**
39 **per diem be more than two days additional to the actual official business days.**

40 41 **NON-REIMBURSABLE EXPENSES**

42
43 **Non-reimbursable expenses include, but are not limited to:**

44
45 **~~In-room internet charges~~**

46 **Room service or any other food and beverage charges**

47 **Mini-bar charges**

48 **Tips and gratuities**

49 **Charges for any concierge or personal services**

50 **In-room internet, movies or personal entertainment expenses charges**

51 **Personal items such as clothing, luggage and reading materials**

52 **Paper-tickets rather than electronic tickets**

1 Airline club, rental car memberships or personal credit card fees
2 Laundry

3
4 These items are to be covered by the \$75 per day per diem paid to volunteers

5
6 **EXPENSE REIMBURSEMENT PROCESS**

7
8 **AGD funded travelers must follow the following procedures when submitting their request**
9 **for expense reimbursement:**

10
11 **It is strongly recommended that expense reimbursement requests along with supporting**
12 **documentation be submitted to the AGD Headquarters Office within three (3) weeks**
13 **following completion of the AGD business trip.**

14
15 **Reimbursement for travelers attending AGD related meetings will not be made unless the**
16 **request along with supporting documentation is provided within 90 days of incurring the**
17 **expenses. Follow-up notification to the travelers will be made at 75 days. Extenuating**
18 **circumstances will allow for an appeal process to the Executive Committee.**

19
20 **All expenses greater than \$50 require receipts. Even if air and hotel are charged directly to**
21 **the AGD, an itemized receipt or folio must be submitted as documentation.**

22
23 **Itemized receipts and explanations, including those in attendance and business purpose**
24 **must be provided for the payment of submitted with the payment request for group**
25 **activities or group meals paid by one individual.**

26
27 **Members are required to stay for the duration of the meetings they attend or forfeit**
28 **reimbursement. Any exceptions must be approved by the President or ranking officer.”**

29
30 **PASSED**

31
32 *Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gehrig, Gorman, Guter, Hanson, Harunani,*
33 *King, Kozelka, Lew, Low, Olsen, Shelly, Smith, Stillwell, Tillman, Uppal, White, Wooden, Worm*

34
35 *a – Drumm, Dubowsky, Gorman, Low*

36
37 *A – Winland*

38
39 *N/A - Cordero*

40
41 **Dr. Worm moved, Dr. Cheney seconded:**

42 **“Resolved, that AIRBII2018#15 be approved as amended.”**

43
44 **“Resolved, that the Board Policy Manual (BPM) be amended at Policy Type: II.**
45 **Governance Process, M., Section 2. Examinations Council to read:**

46
47 **E. Examinations Council**

48
49 **1. The Examinations Council shall consist of six (6) members, including the**
50 **chairperson, the chairs of the Fellowship Exam Committees (A, B, and C), chair of the Self**

1 **Instruction Committee, and one (1) other members who have served at least one (1) term**
2 **on the Exam or Self Instruction Committee and each of whom have achieved Fellowship or**
3 **Mastership status within the organization.**

4
5 **2. It shall be the duty of the council:**

6
7 **a. To be responsible for overseeing the construction, administration, scoring, and**
8 **security of the Fellowship examination;**

9
10 **b. To help develop and administer, in conjunction with the Examination Committees,**
11 **any other examination, quizzes, or instruments of measurement when so directed by the**
12 **HOD, or Board;**

13
14 **c. To audit the Fellowship Review Course annually to ensure the quality of the course**
15 **materials is consistent with the overall premise of the Fellowship Exam;**

16
17 **d. To recommend and enforce policies pertaining to examinations for which it is**
18 **responsible.**

19
20 **e. To evaluate the quality and effectiveness of General Dentistry's Self Instruction**
21 **program once a year.**

22
23 **3. To adhere to the Sunset Review Process and Schedule outlined in Policy Type V.: Board**
24 **Policy Statements.**

25
26 **4. A quorum of the council and the exam teams shall be a minimum of three members.**
27 **~~shall be a majority of members present.~~**

28
29 **5. Evaluate the pricing of all programs and services annually during the fall (at the Joint**
30 **Council Meetings I if meeting) to be included as part of the budget process and provide a**
31 **complete pricing analysis to the Board at the Board Meeting III at least every three years."**

32
33 **PASSED**

34
35 *Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gehrig, Gorman, Guter, Hanson, Harunani,*
36 *King, Kozelka, Lew, Olsen, Shelly, Smith, Stillwell, Tillman, Uppal, White, Wooden, Worm*

37
38 *a – Low*

39
40 *A – Winland*

41
42 *N/A - Cordero*

43
44 **Dr. Dyzenhaus moved, Dr. Hanson seconded:**

45 **"Resolved, that the Board Policy Manual be amended at Policy Type V, V. Legal Counsel,**
46 **so that it reads:**

1
2 **Approved at the ~~2015-2016 Board Meeting III~~ 2017-2018 Board Meeting II**

3
4 **Resolved, that the AGD President and Executive Director, or their designee, be the**
5 **primary contacts with AGD outside counsel, and that individual AGD Board members**
6 **refrain from contacting the AGD outside counsel without prior ~~notification approval~~ from**
7 **the AGD President or Executive Director. If an individual Board member does contact the**
8 **AGD outside counsel without prior ~~anotification~~ approval, ~~by the AGD President and~~**
9 **~~Executive Director~~, they may be responsible for the direct costs of AGD outside counsel's**
10 **time billed to the AGD, if that cost is not approved by the Board."**

11
12 **PASSED**

13
14 *Y – Acheson, Cheney, Drumm, Edgar, Gajjar, Gehrig, Guter, Hanson, Harunani, King, Kozelka, Lew, Low, Olsen,*
15 *Shelly, Stillwell, Tillman, Uppal, White, Worm*

16
17 *N – Dubowsky, Dyzenhaus, Gorman, Smith, Wooden*

18
19 *A – Winland*

20
21 *N/A - Cordero*

22
23 **Dr. Hanson moved, Dr. Dubowsky seconded:**

24 **"Resolved, that AIRBII2018#19 – Adopt AGD Disaster Recovery Plan be approved."**

25
26 **"Resolved, that the AGD Disaster Recovery Plan be approved as Board Policy, Policy**
27 **Type: V. Disaster Recovery Plan."**

28
29 **PASSED**

30
31 *Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gehrig, Gorman, Guter, Hanson, Harunani,*
32 *King, Kozelka, Lew, Low, Olsen, Shelly, Smith, Stillwell, Tillman, Uppal, White, Wooden, Worm*

33
34 *A – Winland*

35
36 *N/A - Cordero*

37
38 **Dr. Lew moved, Dr. Gajjar seconded:**

39 **"Resolved, that AIRBII2018#24 - Amend Bylaws Regarding Term Length of Council**
40 **Service be approved."**

41
42 **"Resolved, that the Bylaws be amended at Chapter XIII, Section 1 C, and Section 1 F, so**
43 **that they read:**

44
45 **C. No member of a council may serve more than one (1) two (2) consecutive three (3)**
46 **year terms on a particular council, nor may any member serve on more than one (1)**
47 **council at a given time unless serving as a consultant or Board liaison. In the event that a**

1 member is fulfilling an unexpired term, the unexpired term shall be considered the ~~first~~ full
2 three (3) year term unless the unexpired term is one year or less, in which case the member
3 could serve up to a maximum of four (4) ~~seven (7)~~ consecutive years.

4
5 And be it further,

6
7 **Resolved, that the Speaker of the HOD be authorized to correct any typos consistent with**
8 **the vote of the HOD.”**

9
10 *Note: Bylaws version cited 2016*

11
12 **DEFEATED**

13
14 *Y – Gajjar*

15
16 *N - Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Edgar, Gehrig, Gorman, Guter, Harunani, King, Kozelka,*
17 *Lew, Low, Olsen, Shelly, Smith, Stillwell, Tillman, Uppal, White, Wooden, Worm*

18
19 *a - Hanson*

20
21 *A – Winland*

22
23 *N/A - Cordero*

24
25 **Dr. Stillwell moved, Dr. Acheson seconded:**

26 **“Resolved, that AIRBII2018#25 – Amend Bylaws Regarding Term Length of Trustee and**
27 **Regional Director Service be approved.”**

28
29 **“Resolved, that the Bylaws be amended at Chapter XII, Section 7, C,**

30
31 **Section 7. Terms of Office**

32
33 ...

34
35 **C. No trustee shall be permitted to serve more than one (1) ~~two (2)~~ three (3) year terms.**
36 **Fulfilling any unexpired term shall be deemed a term of three (3) years unless the**
37 **period served is one year or less of an unexpired term. For the purposes of this Bylaws**
38 **provision, a year is considered a governance year, which ends upon conclusion of the**
39 **annual session of the House of Delegates. When a trustee serves one year or less of an**
40 **unexpired term, that trustee shall be allowed to serve a maximum service of four (4)**
41 **~~seven (7)~~ years. ~~Notwithstanding the forgoing, a partial term completed prior to July~~**
42 **~~21, 2008 shall not be counted as a full term,~~**

43
44 **And be it further,**

45
46 **Resolved, that the Bylaws be amended at Chapter X, Section 2,**
47

1 **Section 2. Terms of Office**

2
3 ...

4
5 **Section 2. Term of office**

6 **The term of office of the regional director shall be for three (3) years. Regional directors**
7 **shall be limited to one (1) ~~two (2)~~ terms of three (3) years each. Fulfilling any unexpired**
8 **term shall be deemed a term of three (3) years unless the period served is one year or less of**
9 **an unexpired term. For the purposes of this Bylaws provision, a year is considered a**
10 **governance year, which ends upon conclusion of the annual session of the House of**
11 **Delegates. When a regional director serves one year or less of an unexpired term, that**
12 **regional director shall be allowed to serve a maximum service of four (4) ~~seven (7)~~**
13 **years. ~~Notwithstanding the forgoing, a partial term completed prior to July 21, 2008 shall~~**
14 **~~not be counted as a full term.~~**

15
16 **And be it further,**

17
18 **Resolved, that the Speaker of the HOD be authorized to correct any typos consistent with**
19 **the vote of the HOD”**

20
21 *Note: Bylaws version cited 2016*

22
23 **DEFEATED**

24
25 *Y - Gajjar*

26
27 *N – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Edgar, Gehrig, Gorman, Guter, Hanson, King, Kozelka,*
28 *Lew, Low, Olsen, Shelly, Smith, Stillwell, Tillman, Uppal, White, Wooden, Worm*

29
30 *a - Harunani*

31
32 *A – Winland*

33
34 *N/A - Cordero*

35
36 **Dr. Olsen moved, Dr. Drumm seconded:**

37 **“Resolved, that AIRBII2018#20 - Appoint 2019 Local Advisory Committee Chair be**
38 **approved.”**

39
40 **“Resolved, that Dr. Joseph Picone be appointed as Chairperson of the 2019 LAC effective**
41 **November 6, 2018.**

42
43 **Local Advisory Committee:**

44 **Dr. Joseph Picone, Region 01, (11/6/2018-6/TBD/2019), Chair”**

45
46 **PASSED**

1
2 *Y –Cheney, Drumm, Dubowsky, Dyzenhaus, Gajjar, Gehrig, Guter, Hanson, Harunani, King, Lew, Olsen, Shelly,*
3 *Tillman, Uppal, White, Wooden, Worm*

4
5 *a - Acheson, Edgar, Gorman, Kozelka, Low, Smith, Stillwell*

6
7 *A – Winland*

8
9 *N/A - Cordero*

10
11 **Dr. White moved, Dr. Guter seconded:**

12 **Resolved, that AIRBII2018#21– Appoint 2020 Local Advisory Committee Chair, be**
13 **postponed to the April 24, 2018, Board call.”**

14
15 **“Resolved, that Dr. William Nantz be appointed as Chairperson of the 2020 LAC, effective**
16 **the Monday after the 2019 House of Delegates (date TBD).**

17
18 **Local Advisory Committee:**

19 **Dr. William Nantz, Region 18, (11/04/2019-6/TBD/2020), Chair”**

20
21 **PASSED**

22
23 *Y – Acheson, Cheney, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gehrig, Gorman, Guter, Hanson, Harunani, King,*
24 *Kozelka, Lew, Low, Olsen, Shelly, Smith, Stillwell, Tillman, Uppal, White, Wooden, Worm*

25
26 *N - Drumm*

27
28 *A – Winland*

29
30 *N/A - Cordero*

31
32 **Dr. Hanson moved, Dr. Olsen seconded:**

33 **“Resolved, that AIRBII2018#22 – Bylaws Amendment Anti-nepotism Provision be**
34 **approved.”**

35
36 **“Resolved, that the Bylaws be amended at Chapter 12, Section 2 with the addition of “C,”**
37

38 **C. Notwithstanding any other provision of these Bylaws, no member of the Board, shall be**
39 **related either legally, civilly or within three (3) levels of consanguinity, to any other**
40 **member of the Board, or anyone appointed to any Board committee, council, task force, or**
41 **other type of workgroup, Board group or representative.**

42
43 **And be it further**

44
45 **Resolved, that any existing relationships are grandfathered until such time as service is**
46 **severed.”**
47

1 **Note: Bylaws version cited 2016**

2
3 **DEFEATED**

4
5 *Y –Gajjar, Hanson, Harunani, Olsen, Stillwell*

6
7 *N – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Edgar, Gehrig, Gorman, Guter, King, Kozelka, Lew, Low,*
8 *Shelly, Smith, Tillman, White, Wooden, Worm*

9
10 *a - Uppal*

11
12 *A – Winland*

13
14 *N/A - Cordero*

15
16 **Dr. Olsen moved, Dr. Dyzenhaus seconded:**

17 **“Resolved, that AIRBII2018#23 – Amend Bylaws to Sunset Immediate Past President be**
18 **approved.”**

19
20 **“That the office of Immediate Past President be sunsetted effective with the adjournment**
21 **of the 2018 HOD, and be it further**

22
23 **Resolved, that the Bylaws be amended to strike out the words “Immediate Past President”**
24 **along with any accompanying definite article at:**

25
26 **Chapter 12, Section 2**

27 **Chapter 12, Section 7**

28 **Chapter 12, Section 12**

29
30 **And be it further,**

31
32 **Resolved, that the Bylaws be amended to reflect twenty-six (26) members of the Board**
33 **instead of the current twenty-seven (27) throughout the Bylaws, and be it further,**

34
35 **Resolved, that the Speaker of the HOD be authorized to correct any typos consistent with**
36 **the vote of the HOD”**

37
38 **Note: Bylaws version cited 2016**

39
40 **DEFEATED**

41
42 *Y - Gajjar*

43
44 *N – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Edgar, Gehrig, Gorman, Guter, Hanson, King, Kozelka,*
45 *Low, Olsen, Shelly, Smith, Stillwell, Tillman, Uppal, Wooden, Worm*

46
47 *a – Harunani, Lew, White*

1 A – Winland

2
3 N/A - Cordero

4
5 **Dr. Tillman moved, Dr. Dyzenhaus seconded:**

6 **“Resolved, that the Advocacy Fund Request for Midlevel Provider Conference be**
7 **postponed to 17-18 Board Meeting III so the Future of General Dentistry Committee can**
8 **meet with Dr. Bromberg to discuss the details of the conference/educational format as well**
9 **as strategic initiatives and information dissemination.”**

10
11 **And be it further,**

12
13 **“Resolved, that a report be submitted to 17-18 Board Meeting III.**

14
15 **Resolved, that the AGD distribute \$10,000 from the Advocacy Fund for the creation of a**
16 **Midlevel Provider Conference to be held at AGD Headquarters in 2018. And be it further,**

17
18 **Resolved, that the Midlevel Provider Conference be tasked with developing strategy**
19 **addressing the issue of midlevel provider legislation, creating and disseminating**
20 **information, and conducting hands-on demonstrative sessions.”**

21
22 **PASSED**

23
24 *Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Edgar, Gehrig, Gorman, Guter, Hanson, King, Kozelka,*
25 *Low, Olsen, Shelly, Smith, Stillwell, Tillman, Uppal, White, Wooden, Worm*

26
27 *N – Gajjar, Harunani, Lew*

28
29 *A – Winland*

30
31 *N/A - Cordero*

32 **Dr. Gehrig moved, Dr. Dyzenhaus seconded:**

33 **“Resolved, that the Communications Council review the AGD Connect code of conduct and**
34 **report to 17-18 Board Meeting III with recommendations.”**

35
36 **PASSED**

37
38 *Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gehrig, Gorman, Guter, Hanson, Harunani,*
39 *King, Kozelka, Lew, Low, Olsen, Shelly, Smith, Stillwell, Tillman, Uppal, White, Wooden, Worm*

40
41 *A – Winland*

42
43 *N/A - Cordero*

44
45 **April 24, 2018 Meeting Minutes**

46
47 **Dr. Drumm moved, Dr. Worm seconded:**

1 **“Resolved, that the consent agenda be approved as amended.”**

2
3 **Board Zoom 12/19/18 Minutes**

4
5 **PASSED**

6
7 *Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gehrig, Gorman, Guter, Hanson, Harunani,*
8 *King, Kozelka, Low, Olsen, Shelly, Smith, Tillman, Uppal, White, Winland, Wooden, Worm*

9
10 *A - Lew*

11
12 *a - Stillwell*

13
14 *N/A – Cordero*

15
16 **Dr. Drumm moved, Dr. Wooden seconded:**

17 **“Resolved, that the 17-18 Board Meeting II Minutes be approved.”**

18
19 **PASSED**

20
21 *Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gehrig, Gorman, Guter, Hanson, Harunani,*
22 *King, Kozelka, Low, Olsen, Shelly, Smith, Stillwell, Tillman, Uppal, White, Winland, Wooden, Worm*

23
24 *A - Lew*

25
26 *N/A – Cordero*

27
28 **The Audit Committee’s response to the referral of AIRBII2018#17 – Amend BPM to**
29 **Mandate Conflict of Interest Audit will be submitted for 17-18 Board Meeting III.**

30
31 **“Resolved, that AIR - Committee Appointment Revisions be approved.”**

32
33 **“Resolved, that the following committee appointments be approved.**

34
35 **Awards Committee**

36 **Dr. Joseph Perno, Region 4, (2/13/2018 -11/4/2018), 1st term, Chair, Past President**
37 **(Replace Dr. Carter Brown)**

38
39 **Fellowship Exam Committee (Team B)**

40 **Dr. Timothy Lawhorn, Region 11, (11/13/2017-11/01/2020), 1st term (Replace Dr. Conte)**

41
42 **Policy Review Committee**

43 **Dr. Gary Myers, Region 19, (2/13/18-11/4/18), 1st term (Replace Dr. Dawood Harunani)**

44
45 **“Resolved, that AIR – 2018 LAC Appointments be approved.”**

1
2 **“Resolved, that the 2018 LAC Committee be approved.”**

3
4 **Local Advisory Committee:**

5
6 **Dr. Scott Kogler, Region 12, (6/8/2016-11/4/2018), 1st term**
7 **Ms. Adrienne S. Ware, Region 12, (6/8/2016-11/4/2018), 1st term**
8 **Dr. Alex (Dale) Ehrlich, Region 12, (6/8/2016-11/4/2018), 1st term**

9
10 **“Resolved, that AIR 2019 LAC Appointments be approved.”**

11
12 **“Resolved, that the 2019 LAC Committee be approved.”**

13
14 **Local Advisory Committee:**

15
16 **Dr. David Edelson, Region 1, (4/24/2018-11/TBD/2019), 1st term**
17 **Dr. Sarita Arteaga, Region 1, (4/24/2018-11/TBD/2019), 1st term**
18 **Dr. Gerald Birmingham, Region 1, (4/24/2018-11/TBD/2019), 1st term**

19
20 **“Resolved, that Dr. William Nantz be appointed as Chairperson of the 2020 LAC, effective**
21 **the Monday after the ~~2019~~ 2018 House of Delegates-(date TBD).**

22
23 **Local Advisory Committee:**

24 **Dr. William Nantz, Region 18, (~~11/04/2019~~ 11/05/2018-6/TBD/2020), Chair”**

25
26 **Dr, Drumm moved, Dr. Shelly seconded**

27 **“Resolved, that AIR – Approval of Annual Scientific Meeting Registration Fees for**
28 **AGD2019 be approved as amended.”**

29
30 **“Resolved, that the 2019 Scientific Meeting’s member dentist registration remain as**
31 **budgeted for Fiscal Year 2018 at \$199/\$279/\$450 (advance/regular/on-site).**

32
33 **And be it further,**

34
35 **Resolved, that the 2019 Scientific Meeting’s Affiliate, Constituent, and Dental Team**
36 **registration rates remain as budgeted at \$45/\$75/\$100.**

37
38 **And be it further,**

39
40 **Resolved, that the 2019 Scientific Meeting’s Guest registration rates remain as budgeted at**
41 **\$45/\$55/\$65.**

42
43 **And be it further,**
44

1 **Resolved, that the 2019 Scientific Meeting’s Non-member registration rates remain as**
2 **budgeted at \$665/\$770/\$870.**

3
4 **And be it further,**

5
6 **Resolved, that the 2019 Scientific Meeting’s registration rates for the following categories**
7 **remain budgeted at \$0/\$0/\$0:**

- 8
- 9 **Student, Resident and Recent Grad - Member**
- 10 **Emeritus Member**
- 11 **Award Recipient**
- 12 **LLSR- Convo Only**
- 13 **Student, Resident and Recent Grad – Non-Member**
- 14 **~~Volunteer—Leader~~ Executive Committee and Scientific Meeting Council Members**
- 15 **Speaker**
- 16 **AGD Staff”**

17
18 **PASSED**

19
20 *Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gehrig, Gorman, Guter, Harunani, King,*
21 *Kozelka, Low, Olsen, Shelly, Smith, Stillwell, Tillman, Uppal, White, Winland, Wooden, Worm*

22
23 *A - Lew*

24
25 *N - Hanson*

26
27 *N/A – Cordero*

28
29
30 **“Resolved, that the Advocacy Fund Request – PAGD be referred back to the PAGD for**
31 **further information relative to lobbyist costs per year with a report back to the May 22**
32 **Board Zoom. “**

33
34 **“Resolved, that the LGA Council submit an AIR to 17-18 BMIII to amend Board Policy**
35 **Type: V. Board Policy Statements, B. AGD Advocacy Fund Operational Protocols to**
36 **include language limiting the total amount per request from the advocacy fund.”**

37
38 **Dr. Stillwell moved, Dr. White seconded:**

39 **“Resolved, that AIR – Moderate Sedation TF Recommendations for Collaboration and**
40 **Research, resolved clause 1 be approved.”**

41
42 **“Resolved, that the AGD send a letter to ADA CDEL to request that an AGD member, to**
43 **be selected by the AGD, be included on CDEL’s Anesthesia Committee H.”**

1 **PASSED**

2
3 *Y – Acheson, Cheney, Drumm, Dubowsky, Gajjar, Gehrig, Gorman, Guter, Hanson, Harunani, King, Low, Olsen,*
4 *Shelly, Stillwell, Uppal, White, Winland, Wooden, Worm*

5
6 *A - Lew*

7
8 *a - Dyzenhaus, Edgar, Kozelka, Smith, Tillman*

9
10 *N/A – Cordero*

11
12 **“Resolved, that AIR – Moderate Sedation TF Recommendations for Collaboration and**
13 **Research, resolved clause 2 be approved.”**

14
15 **“Resolved, that the AGD send a letter to stakeholders in moderate sedation, expressing the**
16 **AGD’s desire to open the door to increased communication on mutual interests with regard**
17 **to moderate sedation, citing AGD’s existing relationship with the American Society of**
18 **Dentist Anesthesiologists (ASDA), whereby the stakeholders shall include the American**
19 **Academy of Periodontology (AAP), American Academy of Pediatric Dentists (AAPD),**
20 **American Association of Endodontists (AAE), American College of Prosthodontists (ACP),**
21 **and the American Dental Society of Anesthesiology (ADSA), and/or any other stakeholders**
22 **as determined by the AGD Board.”**

23
24 **PASSED**

25
26 *Y – Acheson, Cheney, Drumm, Dubowsky, Gajjar, Gehrig, Gorman, Guter, Hanson, Harunani, King, Low, Olsen,*
27 *Shelly, Stillwell, Uppal, White, Winland, Wooden, Worm*

28
29 *A - Lew*

30
31 *a - Dyzenhaus, Edgar, Kozelka, Smith, Tillman*

32
33 *N/A – Cordero*

34
35 **“Resolved, that AIR – Moderate Sedation TF Recommendations for Collaboration and**
36 **Research, resolved clause 3 be approved.”**

37
38 **“Resolved that up to \$15,000 be allocated from the Contingency Fund to fund collection of**
39 **licensing data and comparison to AGD membership data to determine how many AGD**
40 **members are providing moderate sedation.”**

41
42 **PASSED**

43
44 *Y – Acheson, Cheney, Drumm, Dubowsky, Gajjar, Gehrig, Gorman, Guter, Hanson, Harunani, King, Low, Olsen,*
45 *Shelly, Stillwell, Uppal, White, Winland, Wooden, Worm*

46
47 *A - Lew*

1
2 *a - Dyzenhaus, Edgar, Kozelka, Smith, Tillman*

3
4 *N/A – Cordero*

5
6 **Dr. Wooden moved, Dr. Worm seconded:**

7 **“Resolved, that AIR – 2018 Affinity Program Approval – Windfall, be approved.”**

8
9 **“Resolved, that the Windfall be approved as a provider to the Exclusive Benefits**
10 **program.”**

11
12 **PASSED**

13
14 *Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gehrig, Gorman, Guter, Harunani, King,*
15 *Kozelka, Low, Olsen, Shelly, Smith, Stillwell, Tillman, Uppal, White, Winland, Worm*

16
17 *A - Lew*

18
19 *a - Hanson, Wooden*

20
21 *N/A – Cordero*

22
23 **Dr. Shelly moved, Dr. Acheson seconded:**

24 **“Resolved, that AIR – Establish a Governance Evaluation and Review Committee, be**
25 **approved.”**

26
27 **“Resolved, that a Governance Evaluation and Review Committee be established whose**
28 **purpose is to make recommendations to ensure effective governance, the advancement of**
29 **organizational priorities, and efficient and cost-effectiveness of governance.**

30
31 **Governance Evaluation and Review Committee**

32
33 **1. The Governance Evaluation and Review Committee will consist of five members,**
34 **including the chair for a three (3) year term with the opportunity to be reappointed for**
35 **a second three (3) year term. The members of the committee will be Trustees from the**
36 **17-18 Board. There will be five (5) Trustees, one (1) of whom will have been a Regional**
37 **Director within the last two years, and consultants who will consist of the: president,**
38 **president-elect, vice president, Regional Director Chair, Future of Dentistry Committee**
39 **Chair and the AGD Executive Director, or their designee. Consultants will change**
40 **annually based on the members within the positions. Members will be named by the**
41 **current president in consultation with the President-Elect and Vice-President and**
42 **ratified by the Board.**

43
44 **2. It will be the duty of this committee:**

- 1
2 a. To evaluate and review the entire AGD governance and leadership structure and
3 responsibilities.
4 b. Review all governance structure of the AGD, including but not limited to, Board,
5 Regional Directors, Councils, Committees, Task Forces, Division Coordinators, House
6 of Delegates, Regions, Constituents, and any other AGD agency
7 c. To evaluate and make recommendations for improvements, if deemed necessary, in the
8 structure, size, and use of any AGD agencies including, but not limited to, Board, ,
9 Regional Directors, Councils, Committees, Task Forces, Division Coordinators, House
10 of Delegates, Regions, and Constituents.
11 d. Review governance structure of other similar organizations, especially similar sized
12 organizations, including dental organizations
13 e. Contact all AGD agencies and appropriate members of those agencies involved with the
14 governance structure for their input (potential survey)
15 f. Review numbers, terms, and duties of all of the above
16 g. Review the process of AGD election of officers and of delegate selection
17 h. Review and recommend, by AIR approved by the Board then the House of Delegates,
18 any necessary changes in the Bylaws required for any changes that might be
19 recommended by the Committee as a result of this extensive review.
20 i. Evaluate any financial implications of any changes proposed during this process and
21 include these financial implications in any AIR presented.
22 j. Evaluate any repercussions or other changes necessary as a result of any recommended
23 changes.
24 k. A formal report will be submitted to each face-to-face meeting of the Board with
25 opportunity for report and discussion at interim meetings and AIRs to be presented as
26 appropriate.”
27
28 3. The Governance Evaluation and Review Committee, will be sunsetted by the Board
29 when its charge has been completed.
30

31 And be it further,
32

33 Resolved, that a discussion be held by the Board no later than the 17-18 Board Meeting III,
34 regarding evaluation and review of all governance structure and entities of the AGD with
35 the intention of attaining Board input to proposing changes that might be deemed
36 necessary for the improvement of efficiency and cost-effectiveness of the AGD leadership
37 structure and to give Board support and direction to this Committee.”
38

39 **PASSED**

40
41 *Y – Acheson, Drumm, Dubowsky, Dyzenhaus, Gajjar, Gehrig, Guter, King, Kozelka, Low, Olsen, Shelly, Stillwell,*
42 *Tillman, Uppal, Wooden, Worm*

43
44 *A – Cheney, Lew*

45
46 *a – Edgar, Gorman, Hanson, Harunani, Smith, White, Winland*

1
2 N/A – Cordero
3

4 **Dr. Tillman moved, Dr. Worm seconded:**

5 **“Resolved, that as of January 17, 2017, Christa Ojeda be recognized as the current Chief**
6 **Financial Officer.**

7
8 **And be it further,**

9
10 **Resolved, that as of January 2, 2018, Max Moses be recognized as the current Academy of**
11 **General Dentistry Executive Director.”**

12
13 **PASSED**

14
15 *Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gehrig, Gorman, Guter, Hanson, Harunani,*
16 *King, Kozelka, Low, Olsen, Shelly, Smith, Stillwell, Tillman, Uppal, White, Winland, Wooden, Worm*

17
18 *A - Lew*

19
20 *N/A – Cordero*

21
22 **I. Adjournment**

23
24 **Dr. Gehrig moved, Dr. Hanson seconded:**

25 **“Resolved, that the meeting be adjourned at 9:49 p.m.”**

26
27 **PASSED**

28
29 *Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gehrig, Gorman, Guter, Hanson, Harunani,*
30 *King, Kozelka, Low, Olsen, Shelly, Smith, Stillwell, Tillman, Uppal, White, Winland, Wooden, Worm*

31
32 *A - Lew*

33
34 *N/A – Cordero*

35
36 **May 22, 2018 Meeting Minutes**

37
38 **Dr. Cheney moved, Dr. Drumm seconded:**

39 **“Resolved, that the consent agenda be approved.”**

40
41 **Board Zoom Minutes 4-24-18**

42
43 **PASSED**

44
45 *Y – Cheney, Drumm, Dubowsky, Dyzenhaus, Edgar, Gehrig, Gorman, Guter, Hanson, Harunani, King, Kozelka,*
46 *Olsen, Shelly, Smith, Stillwell, Tillman, Uppal, White, Winland, Wooden, Worm*

1
2 *A – Acheson, Cordero, Low*

3
4 *a - Lew*

5
6 *N/A – Gajjar*

7
8 **Dr. Tillman moved, Dr. Smith seconded:**

9 **“Resolved, that PAGD Advocacy Fund Request, be approved as amended.”**

10
11 **“Resolved, that PAGD “Resolved, that up to \$30,000 ~~\$60,000~~ be appropriated from the**
12 **AGD Advocacy Fund for the purpose of the PAGD retaining a lobbyist to help protect the**
13 **health of the public by opposing the expansion of unsupervised Public Health Dental**
14 **Hygiene Practitioner (PHDHP) practice in Pennsylvania.”**

15
16 **PASSED**

17
18 *Y – Cheney, Drumm, Dubowsky, Gehrig, Gorman, Guter, Harunani, King, Kozelka, Lew, Olsen, Shelly, Smith,*
19 *Stillwell, Tillman, Uppal, White, Winland, Worm*

20
21 *N – Edgar*

22
23 *A – Acheson, Cordero, Low*

24
25 *a - Dyzenhaus, Hanson, Wooden*

26
27 *N/A – Gajjar*

28
29 **Dr. Olsen moved, Dr. Gehrig seconded:**

30 **“Resolved, that an emergency Board Zoom be held, Tuesday, May 29, 2018, 7 p.m. (CDT),**
31 **for discussion of Advocacy Fund Distribution Request for Midlevel Provider Conference.”**

32
33 **PASSED**

34
35 *Y – Cheney, Dyzenhaus, Edgar, Gehrig, Gorman, Guter, King, Lew, Olsen, Shelly, Stillwell, Tillman, White,*
36 *Winland, Wooden, Worm*

37
38 *N – Drumm, Dubowsky, Hanson, Kozelka, Smith, Uppal*

39
40 *A - Acheson, Cordero, Harunani, Low*

41
42 *N/A – Gajjar*

43
44 **“Resolved, that the AIR – Spokesperson Training be postponed to the 17-18 Board**
45 **Meeting III.”**

46
47 **May 29, 2018 Board Meeting Minutes**

1 **Dr. Low moved, Dr. Lew seconded:**

2 **“Resolved, that the AGD distribute \$10,000 from the Advocacy Fund for the creation of an**
3 **in-person Midlevel Provider Conference to be held at AGD Headquarters no later than**
4 **September 15, 2018. And be it further,**

5
6 **Resolved, that the Midlevel Provider Conference be tasked with developing strategy**
7 **addressing the issue of midlevel provider legislation, creating and disseminating**
8 **information, and conducting hands-on demonstrative sessions. And be it further,**

9
10 **Resolved that attendees agree to be active in a lobbying campaign in their region or in a**
11 **neighboring region. And be it further,**

12
13 **Resolved that milestones, tactics and objectives be developed for implementation of ideas**
14 **and training developed in the conference. And be it further,**

15
16 **Resolved that the conference produce a toolkit as an outcome that is tangible and reusable,**
17 **and supports the current AGD HOD policies.”**

18
19 **PASSED**

20
21 *Y – Acheson, Drumm, Dubowsky, Gajjar, Gehrig, Guter, Hanson, Harunani, King, Kozelka, Lew, Low, Olsen,*
22 *Shelly, Stillwell, Tillman, White*

23
24 *A – Cheney, Edgar, Uppal, Winland*

25
26 *a – Dyzenhaus, Gorman, Smith, Wooden, Worm*

27
28 *N/A – Cordero*

29
30 **17-18 Board Meeting III Minutes**

31
32 **Dr. Tillman moves, Dr. Cheney seconded:**

33 **“Resolved, that the draft of the strategic plan be approved and staff, the consultant, and**
34 **the taskforce, be directed to bring back the final draft to 17-18 Board Meeting IV,**
35 **including amendments and additions.”**

36
37 **PASSED**

38
39 *Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gehrig, Gorman, Guter, Hanson, Harunani,*
40 *King, Kozelka, Lew, Low, Olsen, Shelly, Smith, Stillwell, Tillman, Uppal, Winland, White, Wooden, Worm*

41
42 *N/A - Cordero*

43
44 **Dr. Smith moves, Dr. Worm seconded:**

45 **“Resolved, that the Report of the Dental Education Council on the Philosophical Role of**
46 **AGD National Education be accepted.”**

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PASSED
Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gehrig, Gorman, Guter, Hanson, Harunani, King, Kozelka, Lew, Low, Olsen, Shelly, Smith, Stillwell, Tillman, Uppal, Winland, White, Wooden, Worm
N/A - Cordero

Dr. Gehrig moves, Dr. Cheney seconded:

“Resolved, that the AGD Executive Committee and the Academy of General Dentistry Foundation (AGDF) Executive Committee renegotiate a new fair and equitable contract to promote the projects and mission of the AGDF, and report back to the AGD Board by 17-18 Board Meeting IV.”

PASSED
(Ballot Vote)
Y – 15
N – 9
a - 2
N/A - Cordero

Dr. Edgar moved, Dr. Worm seconded:

“Resolved, that the consent agenda be approved as amended.”

- **Group Benefits Council Sunset Review**
- **Membership Council Sunset Review**
- **Awards Committee Sunset Review**

PASSED
Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gehrig, Gorman, Guter, Hanson, Harunani, King, Kozelka, Lew, Low, Olsen, Shelly, Smith, Stillwell, Tillman, Uppal, Winland, White, Wooden, Worm
N/A - Cordero

Dr. Gehrig moved, Dr. Stillwell seconded:

“Resolved, that AIRBIII2018#04 – Pilot Program: Create Online Community to Promote Fellowship, Mastership and Lifelong Learning and Service Recognition be approved.”

“Resolved, that AGD launch a six month pilot program targeting member participation in an online community using AGD Connect. Focus of community would be information, resources and discussions on pre-Fellows, Fellows, MAGDs, and LLSRs.”

1
2 **And be it further,**

3
4 **“Resolved, that a report with metrics to evaluate engagement be presented to the Council**
5 **to determine further strategies.”**

6
7 **PASSED**

8
9 *Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gehrig, Gorman, Guter, Hanson, Harunani,*
10 *King, Kozelka, Lew, Low, Olsen, Shelly, Smith, Stillwell, Tillman, Uppal, Winland, White, Worm*

11
12 *a - Wooden*

13
14 *N/A - Cordero*

15
16 **Dr. Dyzenhaus moved, Dr. Olsen seconded:**

17 **“Resolved, that AIRBIII2018#05 - Spokesperson Training be approved, as amended.”**

18
19 **“Resolved, that the spokesperson candidates receive training in Chicago, be approved.”**

20
21 **The following individuals were approved by the Communications Council, and then**
22 **recommended by the Board to receive training in the fall of 2018:**

23
24 **NOMINEES**

25 **Ralph A. Cooley, DDS, FAGD**

26 **Lorna Flamer-Caldera, DDS, FAGD**

27 **Darlenn G. Ayan DMD, MAGD**

28 **Jennifer Bell, DDS, FAGD**

29 **David Keller DDS, MAGD, ABGD**

30 **King Scott DDS, MAGD**

31 **Donna G. Miller, DDS, MAGD**

32 **Rocky Napier, DMD**

33 **Merlin Ohmer, DDS, MAGD**

34 **Sheila Samaddar, DDS**

35
36 **ALTERNATES**

37 **Mai-Ly Duong DMD, FAGD**

38 **Harriet Seldin DMD**

39 **Stephen E. Lockwood DMD, MAGD**

40 **Bruce L. Cassis, DDS, MAGD**

41 **Mohamednazir F. Harunani, DDS, MAGD**

42 **Maria Smith, DMD, MAGD**

43
44 **PASSED**

1 Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Edgar, Gehrig, Guter, King, Kozelka, Lew, Low, Olsen,
2 Shelly, Stillwell, Tillman, Uppal, Wooden, Worm

3
4 N – Gorman, Hanson, White

5
6 a – Gajjar, Winland

7
8 A - Harunani, Smith

9
10 N/A - Cordero

11
12 **Dr. Dubowsky moved, Dr. Olsen seconded:**

13 **“Resolved, that AIRBIII2018#03 – 2019 Weclew Award Recommendation be referred back**
14 **to Dental Education Council, and report back to 1718BMIV.”**

15
16 **“Resolved, that the 2019 Dr. Thaddeus V. Weclew Award be awarded**
17 **to _____.”**

18
19 **PASSED**

20
21 Y – Acheson, Drumm, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gehrig, Gorman, Guter, Hanson, Harunani, King,
22 Kozelka, Lew, Low, Olsen, Shelly, Smith, Stillwell, Tillman, Uppal, Winland, White, Wooden, Worm

23
24 a – Cheney

25
26 N/A – Cordero

27
28 **During Executive Session the following actions were taken:**

29
30 An ad hoc committee was formed to review the Executive Director evaluation process to review
31 and update Board Policy Type: III C.- Monitoring Executive Director performance and report
32 recommendations back to the Board.

33
34 The following individuals were named to be members of the committee:

35 La June Davis-Wiley

36 Bryan Edgar

37 Maria Smith

38 Bob Gherig

39 Michael Lew

40
41 **Dr. Gehrig moved, Dr. Kozelka seconded:**

42 **“Resolved, that AIRBIII2018#02 – 2019 Annual Meeting Date be approved.”**

43
44 **“Resolved, that the 2019 Annual Meeting Date, be held November 7-10, 2019 at the Hyatt**
45 **Regency McCormick Place and McCormick Place Convention Center. And be it further,**
46

1 **“Resolved, that AGD staff have authority to finalize the contract process.”**

2
3 **PASSED**
4
5 *Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Gorman, Guter, King, Lew, Low, Shelly, Smith, Stillwell,*
6 *Tillman, White, Wooden*
7
8 *N – Gajjar, Gehrig, Harunani, Kozelka, Olsen, Worm*
9
10 *a – Edgar, Hanson, Uppal, Winland*
11
12 *N/A - Cordero*

13
14 **Dr. Tillman moved, Dr. Dyzenhaus seconded:**
15 **“Resolved, that the discussion of meeting options for AIRBIII2018#02 – 2019 Annual**
16 **Meeting Date be included in the minutes.”**

17
18 **PASSED**
19
20 *Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gehrig, Gorman, Guter, Hanson, Harunani,*
21 *King, Low, Olsen, Shelly, Smith, Stillwell, Tillman, Uppal, Winland, White, Wooden, Worm*
22
23 *N – Kozelka, Lew*
24
25 *N/A - Cordero*

26
27 **Dr. Smith moved, Dr. Hanson seconded:**
28 **“Resolved, that AIRBIII2018#06/AIRBII2018#17 – Amend BPM to Mandate Conflict of**
29 **Interest Audit, be approved as amended.”**
30
31 **“Resolved, that the Board Policy Manual be amended at Policy Type II, O. Code of**
32 **Conduct, by addition, so that it reads:**
33

34 **The Code of Conduct is a statement of the Academy of General Dentistry’s (AGD) values**
35 **and professional standards. The AGD requires its employees, volunteers and Board**
36 **members to adhere to the Code of Conduct.”**
37
38 **“An audit of each Board member’s, Conflict of Interest Statement shall be accomplished by**
39 **HR staff annually through the use of <https://openpaymentsdata.cms.gov/> with a report**
40 **presented to the President and copy to the Audit Committee. In addition, HR staff shall**
41 **conduct a random audit of 10% of all other AGD leaders: RDs, DCs, Council and**
42 **Committee members, and other workgroup members.”**
43
44 **“All instances of apparent discrepancies will be forwarded to the Audit Committee for**
45 **review.”**
46

1 **PASSED**

2
3 *Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gehrig, Gorman, Guter, Hanson, Harunani,*
4 *King, Kozelka, Lew, Low, Olsen, Shelly, Smith, Stillwell, Tillman, Uppal, Winland, White, Wooden, Worm*

5
6 *N/A - Cordero*

7
8 **Dr. Hanson moved, Dr. Kozelka seconded:**

9 **“Resolved, that AIRBIII2018#07 – Amend Trustee and Regional Director Toolkits to Allow**
10 **Allotment Use to Fund Their Attendance at the AGD Scientific Session be approved.”**

11
12 **“Resolved, that the Board Policy Manual be amended at Policy Type: V. Board Policy**
13 **Statements, L. Trustee and EC Funding and Allotment Toolkit, as well as the Regional**
14 **Director Toolkit**

15
16 **\$2,000 Allotment per Trustee and EC Member**

17 **The second source of funding comes from the Trustee Allotment and ED Allotment. The Trustee**
18 **and EC Member Allotment is composed of annual funds reimbursed to trustees and the EC**
19 **members. The year starts and ends at the AGD annual meeting. The allotments may be increased**
20 **at or below the level of inflation (as defined by the previous 12 months CPI) annually by the Budget**
21 **and Finance Committee. Reimbursable expenses are:**

- 22 **1. Actual expenses in visiting the constituent AGD’s within his or her region. If an**
23 **automobile is used in traveling to the constituents, the trustee /EC member is to be**
24 **reimbursed at the designated IRS rate.**
25 **2. The cost of communicating with officers and various members of the constituent AGDs.**
26 **3. The cost of attending meetings of the officers of the constituent AGDs within the region**
27 **or a caucus of delegates held prior to the annual meeting or governance meetings.**
28 **4. AGD activities relating to his or her function as a trustee or EC member; the allotment**
29 **may be used for attendance at Joint Council, Leadership, Advocacy Conference and the**
30 **Scientific Session meetings.**
31 **5. The allotment may also be used by the EC members for meetings with other allied**
32 **organizations or other AGD related meetings.”**

33
34 **DEFEATED**

35
36 *Y – Acheson, Cheney, Drumm, Edgar, Gorman, Hanson, Kozelka, Low, Olsen, Stillwell*

37
38 *N – Dyzenhaus, Gehrig, Guter, Harunani, King, Lew, Shelly, Smith, Tillman, White Wooden, Worm*

39
40 *a - Dubowsky, Gajjar, Uppal, Winland*

41
42 *N/A - Cordero*

43
44 **Dr. Hanson moved, Dr. Tillman seconded:**

45 **“Resolved, that AIRBIII2018#09 – Amend Election Guidelines Amendment – Investment**
46 **Committee be referred to the Governance Evaluation Review Committee (GERC) to**
47 **review the election guidelines as it pertains to all committees.”**

1
2 “Resolved, that the Election Guidelines be amended at paragraph III(a) so that they read:
3

4 **III. Participation in the Campaign**

5 **a. Because of their possible wide reaching influence, members of the Executive Committee**
6 **(EC), Division Coordinators (DCs), Past AGD Presidents, the Parliamentarian, members of**
7 **the Investment Committee (IC), and the C&E are prohibited to participate in any way in**
8 **someone else’s campaign, including but not limited to the following:**

9 **i. Making nominating speeches**

10 **ii. Pictures or quotations in printed material from the candidate**

11 **iii. Visiting caucuses with the candidate**

12 **iv. Calling Delegates on behalf of the candidate**

13 **v. Openly expressing opinions about the candidate or the process**

14 **vi. Open and outward support of a candidate throughout the election process. The**
15 **exception to this is that if these individuals are serving as Delegates or Alternates, then they**
16 **may ask questions of a candidate during a candidate’s visit to his/her regional caucus. In**
17 **addition, official duties of officers specified in the Bylaws, such as the Secretary certifying**
18 **candidate petitions is not considered participation.”**

19
20 **PASSED**

21
22 *Y – Acheson, Gajjar, Guter, Hanson, Harunani, King, Kozelka, Lew, Low, Olsen, Shelly, Tillman, Uppal, Winland,*
23 *White, Worm*

24
25 *N – Cheney, Drumm, Dubowsky, Gehrig, Gorman, Smith, Wooden*

26
27 *a – Dyzenhaus, Edgar, Stillwell*

28
29 *N/A - Cordero*

30
31 **Dr. Dyzenhaus moved, Dr. Hanson seconded:**

32 **“Resolved that AIRBIII2018#10 – Amend the Bylaws to Reflect Certain Candidate**
33 **Eligibility be approved.”**

34
35 **“Resolved, that the Bylaws be amended, so that they read:**

36
37 **Chapter IX, Section 1**

38 **A. Eligibility:**

39 **Only an active, emeritus, or retired member in good standing of this AGD shall be**
40 **eligible to serve as the elective officer. A candidate may only run for one office per election.**
41 **A candidate shall not have been convicted of a felony.**

42
43 **CHAPTER X**

44
45 **Regional Directors**
46

1 **Section 1. Composition**

2 **Each region will have a regional director, who is an active, emeritus or retired member,**
3 **with the exception of Region 15-16 which will have two (2) regional directors. The duties of**
4 **the Regional Director shall be those as determined by the Regional Directors and as further**
5 **ratified by the Board. No Regional Director shall have been convicted of a felony.**
6

7 **CHAPTER XII**

8
9 **Section 2. Composition:**

10
11 **A. The Board shall consist of twenty-seven (27) active members, including nineteen (19)**
12 **Trustees (all of whom must continually practice in the region), the seven (7) elected officers**
13 **(president, president-elect, vice president, secretary, treasurer, speaker of the House of**
14 **Delegates, and editor) and the immediate past president. The presiding officer shall**
15 **exercise his or her vote only (optionally) in the case of a tie. No member of the Board or**
16 **elected officer shall have been convicted of a felony.**
17

18 **DEFEATED**

19
20 *Y – Gajjar, Hanson, Harunani, Lew, Uppal, White*

21
22 *N – Acheson, Drumm, Dubowsky, Dyzenhaus, Edgar, Gehrig, Gorman, Guter, King, Kozelka, Low, Olsen, Shelly,*
23 *Smith, Stillwell, Tillman, Wooden, Worm*

24
25 *a – Cheney, Winland*

26
27 *N/A – Cordero*
28

29 **Dr. Smith moved, Dr. Harunani seconded:**

30 **“Resolved that AIRBIII2018#11 – Regional Director Responsibility for Leadership**
31 **Development Symposium be approved.”**

32
33 **“Resolved, that the Regional Directors plan a Leadership Development Symposium for**
34 **2019 and every two years following, and be it further,**

35
36 **“Resolved, that a budget and business plan be presented for approval at the 2017-18 Board**
37 **Meeting IV.”**
38

39 **PASSED**

40
41 *Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gehrig, Guter, Hanson, Harunani, King,*
42 *Kozelka, Lew, Low, Olsen, Shelly, Stillwell, Tillman, Uppal, White, Worm*

43
44 *N – Smith*

45
46 *a – Winland*
47

1 A – Gorman, Wooden

2
3 N/A – Cordero

4
5 **Dr. Shelly moved, Dr. Hanson seconded:**

6 **“Resolved that AIRBMIII2018#12 – Amend all Council and Committee Charges with new**
7 **Evaluation of Pricing Paragraph be approved as amended.”**

8
9 **“Resolved, that the Evaluation of Pricing paragraph in all Board Council and Committee**
10 **Charges be amended as followed:**

11
12 **Each Council and Committee shall evaluate the revenues and expenses pricing of all its**
13 **programs and services annually during the fall (at the Joint Council Meetings I if meeting)**
14 **to be included as part of the budget process. Additionally, each Council and Committee**
15 **shall and provide a complete pricing revenue and expense analysis to the Board at the**
16 **Board Meeting III Board Meeting IV at least every three years, beginning 2019.”**

17
18 **PASSED**

19
20 *Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gehrig, Gorman, Guter, Hanson, Harunani,*
21 *King, Kozelka, Lew, Low, Olsen, Shelly, Smith, Stillwell, Tillman, Uppal, White, Worm*

22
23 *a – Winland, Wooden*

24
25 *N/A - Cordero*

26
27 **Dr. Worm moved, Dr. Kozelka seconded:**

28 **“Resolved that AIRBIII2018#13 – Amend Audit Committee Charge be approved.”**

29
30 **“Resolved, that the Board Policy Manual be amended at Policy Type II, M, Section 3, B so**
31 **that it reads, with the entire sequence appropriately renumbered:**

32
33 **B. Audit Committee**

34
35 **The Audit Committee is appointed by the President under direction of the Board and has sole**
36 **responsibility for:**

- 37
38 **1. Monitoring the integrity of the financial statements and internal controls of the AGD via**
39 **the audit process.**
40 **2. Oversight of the AGD’s external auditors.**
41 **3. Mediation of disagreements between management and the auditors regarding financial**
42 **reporting.**
43 **4. The determination of the independence of the external auditors.**

44
45 **The Audit Committee should be fully independent. “Independent” means that none of the**
46 **members of the Audit Committee are part of the management team, and the Committee is free to**
47 **act in its oversight functions throughout the organization without undue outside influence or**
48 **coercion.**

1
2 **The Audit Committee shall be composed of three members:**

- 3 • **One member serves as chair as appointed by the President.**
4 • **One member must have expertise to serve as the financial and accounting expert on the**
5 **committee.**
6 • **One member must be knowledgeable about AGD structure and functions and in the areas of**
7 **internal controls, compliance, ethics and management.**

8
9 **The Treasurer; Executive Director; Chief Financial Officer; and AGDF Secretary/Treasurer shall**
10 **serve as consultants to this Committee and be present at each meeting as directed by the chair.**

11
12 **The Audit Committee shall have the authority to retain special legal, accounting or other**
13 **consultants to advise the Committee. The Audit Committee may request any officer or employee of**
14 **the AGD or the AGD's outside counsel or external auditor to attend a meeting of the**
15 **~~council~~committee or to meet with any member of, or consultant to, the committee. However, any**
16 **needs of the committee that would result in financial obligation to the AGD outside of that which is**
17 **already budgeted to this committee would have to be reviewed and accepted by the Board or**
18 **Executive Committee prior to the obligation. The Audit Committee may seek any information it**
19 **requires from employees of the AGD – all of whom are directed to cooperate with the committee's**
20 **requests.**

21
22 **The Audit Committee shall report to the Board at least twice annually. If deemed necessary, the**
23 **Audit Committee may also report directly to the House of Delegates.**

24
25 **Responsibilities of the Audit Committee include:**

- 26
27 1. **Review and reassess the adequacy of this ~~Charter~~Charge annually and recommend any**
28 **proposed changes to the Board for approval.**
29 2. **Review the Code of Conduct and Whistleblower Policies annually and recommend any**
30 **proposed changes to the Board for approval.**
31 3. **Review the annual audited financial statements with management, including major issues**
32 **regarding accounting and auditing principles and practices as well as the adequacy of**
33 **internal controls that could significantly affect the AGD's financial statements.**
34 4. **Review major changes to the AGD's auditing and accounting principles and practices as**
35 **suggested by the external auditor or management.**
36 5. **Direct the appointment of the external ~~auditor~~auditing firm, which is ultimately**
37 **accountable to the Audit Committee.**
38 6. **Approve the fees to be paid to the external auditor subject to Board approval.**
39 7. **Approve the annual Audit Scope.**
40 8. **Review with the external auditor, any problems or difficulties the auditor may have**
41 **encountered and any management letter provided by the auditor and the AGD's response**
42 **to that letter. Such review should include:**
43 A. **Any difficulties encountered in the course of the audit work, including any restrictions on the**
44 **scope of activities or access to required information**
45 B. **Any disagreements between management and the external auditors that need to be mediated**
46 **by the Audit Committee.**
47 9. **Pre-approve all ~~audit and non-audit~~ services to be performed by the AGD's external auditors.**
48 **The responsibilities of pre-approval may be designated to one member of the Audit Committee**
49 **who, after giving such pre-approval, must report to the full committee.**

10. Review any and all reports issued by the external auditors, with respect to the AGD's financial statement and critical accounting policies
11. Review with staff liaison and management the process for communicating the Code of Conduct to AGD personnel, volunteers, and the Board and monitoring compliance therewith.
12. Receive updates from management and AGD legal counsel regarding compliance matters and/or any significant risks or exposures facing the organization.
13. Establish a process for receiving, processing, tracking, communicating, and investigating reports of concerns regarding questionable accounting, internal controls, ~~or~~ audit matters, ~~or~~ fraud, or Code of Conduct.
14. ~~Assess the effectiveness of~~ Review the AGD's internal control system including information technology security and control.
15. Discuss with management the AGD's policies with respect to risk assessment and risk management.
16. Review with each public accounting firm that performs an audit:
 - A. All critical accounting policies and practices used by the organization
 - B. All alternative treatments of financial information within generally accepted accounting principles that have been discussed with management of the organization, the ramifications of each alternative, and the treatment preferred by the organization.
17. Inquire of the Executive Director and Chief Financial Officer regarding the sources of support and revenue of the organization from a subjective as well as an objective standpoint.
18. Review with management the policies and procedures with respect to officers, key employees (Executive Director, and Chief Financial Officer), disqualified persons as defined by the IRS, expense accounts, and perks, including excess benefit transactions.
19. Conduct executive sessions with the outside auditors on an annual basis and with the Executive Director, Chief Financial Officer or legal counsel as desired by the committee.

While the Audit Committee has the responsibilities and powers set forth in this ~~Charter~~ Charge, it is not the duty of the Audit Committee to plan or conduct audits or to determine that AGD's financial statements are complete and accurate and are in accordance with generally accepted accounting principles. This is the responsibility of management and the independent auditor.

To adhere to the Sunset Review Process and Schedule outlined in Policy Type V.: Board Policy Statements.

Evaluate the pricing of all programs and services annually during the fall (at the Joint Council Meetings I if meeting) to be included as part of the budget process and provide a complete pricing analysis to the Board at the Board Meeting III at least every three years.

AGD staff will send out to each council, committee, or other agency member along with any member collaborating on any AGD business the Code of Conduct form to be completed by said individual at the beginning of each governance year. Each covered individual will submit to their staff liaison an accurately completed form, including particular attention paid to any companies that may have remunerated said covered individual and subsequently reported such remuneration to the federal government's reporting structure under the Sunshine Act. The staff liaison will compile all of their individual's forms, and share them with their chairperson and also the executive office staff, who will in turn, forward them to the Audit Committee for further review."

PASSED

1 Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gehrig, Gorman, Guter, Hanson, Harunani,
2 King, Kozelka, Lew, Low, Olsen, Shelly, Smith, Stillwell, Tillman, Uppal, Winland, White, Wooden, Worm
3

4 N/A - Cordero
5

6 **Dr. Hanson moved, Dr. Cheney seconded:**

7 **“Resolved that AIRBIII2018#14 – Amend BPM Board Materials Deadlines be approved.”**
8

9 **“Resolved, that Policy Type: II. Governance Process, C. Board Operations, be amended to**
10 **read:**
11

- 12 • **At each independent, in-person Board meeting, at least one (1) evening will be**
13 **dedicated to a social event.**
- 14 • **All materials must be made available two weeks (2) prior to an in-person meeting, and**
15 **one week (1) prior to an electronic meeting, except in the case of an emergency meeting.**
- 16 • **The subject line of an e-mail should begin with “AGD” in order to indicate the message**
17 **references AGD business. Privileged and confidential subject matter should be labeled**
18 **as “Privileged and Confidential”. The terms “NRN” (no response necessary),**
19 **“Response Requested,” and “Information Only” also should be used to indicate the**
20 **level of response that is expected. In order to reduce unnecessary e-mail to the entire**
21 **Board, attention should be made to respond only to the sender and not “respond to all”**
22 **when appropriate, as in instances when the sender is asking for direct feedback only.**
- 23 • **The Board minutes will be posted online for review within three (3) weeks of the**
24 **meeting. Staff should have the minutes ready for review by the Executive Director,**
25 **President, Secretary and Speaker of the House two (2) weeks after the meeting. The**
26 **Executive Director, President, Secretary and Speaker of the House should complete the**
27 **review within four (4) days. Staff will have three (3) days to finalize the minutes so the**
28 **minutes can be posted online for review within three (3) weeks of the meeting. There**
29 **will be a one (1) week comment period, during which Board members may comment or**
30 **recommend editions. At the end of the week, no further comments or edits will be**
31 **permitted and a survey will be posted to the Board for a vote. If the survey is not**
32 **completed with 100% participation one (1) week after posting, the minutes will be**
33 **included in the next Board agenda. If approved, the minutes will be posted to the**
34 **Board, Regional Directors, House of Delegates and Council Chairs via the AGD web**
35 **platform. If not approved, the minutes will be repopulated with the Board for**
36 **discussion and correction. After one (1) week of discussion and editing, the Board will**
37 **again vote upon the minutes. This process will repeat until the minutes are accepted.**
- 38 • **At the conclusion of the Board meeting the balance of the Board contingency fund will**
39 **be reported in the minutes.**
- 40 • **The Board represents the AGD, and each Board member individually in turn**
41 **represents the AGD both to external parties and to internal components.**
- 42 • **Any information requested by a Board member from staff that will require more than**
43 **two (2) hours of staff time must be requested through the Executive Director or**
44 **Associate Executive Director.**

- 1 • New business not already on the meeting agenda will be addressed by the Board under
2 a 2/3 majority vote of the Board.
3 • Travel dates and meeting location will be posted six (6) months prior to Board
4 meetings. A more detailed notice will be sent 60 days prior to the meeting.”
5

6 **PASSED**

7
8 *Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gehrig, Gorman, Guter, Hanson, Harunani,*
9 *King, Kozelka, Lew, Low, Olsen, Shelly, Smith, Stillwell, Tillman, Uppal, White, Wooden, Worm*

10
11 *a – Winland*

12
13 *N/A - Cordero*
14

15 **Dr. Cheney moved, Dr. Wooden seconded:**

16 **“Resolved that AIRBIII2018#15 – Amend BPM Provision for Executive Session Minutes of**
17 **Meeting be approved.”**

18
19 **“Resolved, that Policy Type V, Section E. 2 Board Meetings, be amended to remove the**
20 **following language:**

- 21
22 ~~**2. The Board minutes shall comport with the current AGD parliamentary authority as**~~
23 ~~**well as advice of outside general counsel, so that they only include:**~~
24 ~~**a. Action items stemming from an AIR or resolution duly voted upon by the Board;**~~
25 ~~**b. Notice of any duly submitted reports from any Officer, Board member, staff, and**~~
26 ~~**agency of the AGD;**~~
27 ~~**c. Administrative and Housekeeping details such as those in attendance, call to order,**~~
28 ~~**introductions, date/location/time;**~~
29 ~~**d. Items required by HOD policy, including the roll call on all votes;**~~
30 ~~**e. A summary of all reports presented at the meeting;**~~
31 ~~**f. The Secretary shall take and retain notes on executive sessions. No executive session**~~
32 ~~**actions shall be reported, except when the Board so authorizes via a majority vote to do**~~
33 ~~**so during the executive session.**~~
34

35 **And be it further,**

36
37 **“Resolved, that a new section be created within the Board Policy Manual for the minutes.”**
38

39 **“Policy Type V, Section Y. Minutes**

- 40 **1. Meeting minutes shall comport with the current AGD parliamentary authority as well**
41 **as advice of outside general counsel, so that they only include:**
42 **a. Action items stemming from an AIR or resolution duly voted upon by the Board;**
43 **b. Notice of any duly submitted reports from any Officer, Board member, staff, and**
44 **agency of the AGD;**
45 **c. Administrative and Housekeeping details such as those in attendance, call to order,**
46 **introductions, date/location/time;**

- 1 **d. Items required by HOD policy, including the roll call on all votes;**
2 **e. A summary of all reports presented at the meeting;**
3 **f. The Secretary shall take and retain notes on executive sessions. No executive session**
4 **actions shall be reported, except when the Board so authorizes via a majority vote to do**
5 **so during the executive session.**
6
7 **2. Executive session minutes shall comport with the current AGD parliamentary authority**
8 **as well as advice of outside general counsel, so that they only include:**
9 **a. Action items stemming from an AIR or resolution duly voted upon by the Board not**
10 **reported into the public minutes;**
11 **b. A summary of all reports presented during the executive session;**
12 **c. The secretary will present the completed executive session minutes to the Board at the**
13 **next in-person/electronic Board meeting electronically for approval.**
14 **d. Upon approval the materials will be purged per Policy Type V, Section S of this**
15 **manual.**
16 **e. The Secretary will maintain records of these minutes.**
17 **f. The outgoing Secretary shall transmit to the incoming Secretary all notes and**
18 **materials, that shall not have already been purged relative to Policy Type V, Section S**
19 **of this manual.”**

21 **PASSED**

22
23 *Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Gajjar, Gehrig, Gorman, Guter, Hanson, Harunani, King,*
24 *Kozelka, Lew, Low, Olsen, Shelly, Smith, Stillwell, Tillman, Uppal, White, Wooden, Worm*

25
26 *a – Edgar, Winland*

27
28 *N/A - Cordero*

29
30 **Dr. Guter moves, Dr. Cheney seconded:**

31 **“Resolved that AIRBIII2018#16 – Create Electronic Information Reception Policy be**
32 **approved as amended.”**

33
34 **“Resolved, that all AGD leaders must receive all electronic communications emanating**
35 **from AGD, and that opting-out of receiving such electronic communications shall be**
36 **construed as immediate resignation from all applicable leadership positions, once it is**
37 **determined that the leaders’ duties cannot be performed when verified by staff,”**

38
39 **And be it further,**

40
41 **“Resolved, that all AGD leaders be required to receive all materials for all AGD agencies**
42 **via electronic means, and that staff be prohibited from making paper copies of such**
43 **materials and transmitting such copies to any AGD leader, except for the administration**
44 **duties at the house of delegates unless otherwise authorized by the President or Executive**
45 **Director.”**
46

1 And be it further,

2
3 “Resolved, that the BPM be amended at Policy Type V, O so that it reads:

4
5 **O. Terminology and Definition of Board Roles**

6
7 **Approved by the Board at the 2007 Board Meeting IV 2017-2018 Board Meeting III:**

8
9 **Resolved, that AGD officially adopt as part of its style guide the following terminology and**
10 **associated definitions:**

11 **Definition of Board Roles**

12 **Trustees – The 19 Trustees elected by their respective regions**

13
14 **Definition of AGD Leader**

15 **Executive Committee member/Trustee**

16 **Regional Director**

17 **Council/Committee member**

18 **Any work group by any name**

19 **Past Presidents**

20 **Delegates/Alternates**

21 **Constituent Officers**

22 **Constituent Executives who are dentists”**

23
24 **PASSED**

25
26 *Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gehrig, Gorman, Guter, Hanson, Harunani,*
27 *King, Kozelka, Lew, Low, Olsen, Shelly, Smith, Tillman, Uppal, White, Wooden, Worm*

28
29 *a – Stillwell, Winland*

30
31 *N/A - Cordero*

32
33 **Dr. Smith moved, Dr. Kozelka seconded:**

34 **“Resolved that AIRBIII2018#17 – Amend Board Policy Manual for Dues Stabilization, be**
35 **approved as amended.”**

36
37 **“Resolved, that the Board Policy Manual be amended at Policy Type: V. Board Policy**
38 **Statements F. Dues Stabilization**

39
40 **F. Dues Stabilization**

41
42 **Dues Stabilization: The Board shall develop annual budgets and manage the AGD’s**
43 **finances and reserves in accordance with the long-term financial strategy of dues**
44 **stabilization. The dues stabilization strategy seeks to achieve long-term dues stability. ~~by~~**
45 **keeping annual dues increases at or below the level of inflation¹. Stable dues are viewed to**
46 **be supportive of the organizational objective to increase membership market share.**

1
2 **A key element of the dues stabilization strategy is a strong reserve position. Growth in non-**
3 **dues revenue is required to make the AGD less dependent upon dues revenue. The focus in**
4 **generating non-dues revenues must be on the net margins generated from the revenues,**
5 **rather than a focus on gross revenues. Flexibility is needed to develop annual budgets**
6 **which provide member programs and services in support of the strategic plan while**
7 **keeping required dues increases at or below an inflationary level.**

8
9 **Dues for all categories of membership except students dues will be based on the previous 12**
10 **months' CPI as of the January of the year the budget is being compiled.**

11 **Dues for students will be reviewed every three years and be considered for no more than a**
12 **5% increase of the current student dues rate.**

13
14 **¹As defined by the previous 12 months' CPI"**

15
16 **PASSED**

17
18 *Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gehrig, Gorman, Guter, Hanson, King,*
19 *Kozelka, Lew, Low, Olsen, Shelly, Smith, Stillwell, Tillman, Uppal, White, Winland, Worm*

20
21 *N – Harunani, Wooden*

22
23 *N/A - Cordero*

24
25 **Dr. Hanson moved, Dr. Stillwell seconded:**

26 **“Resolved that AIRBIII2018#18 – Amend the Code of Conduct Form to Raise Threshold to**
27 **\$500 and clarify that is by Payer be approved.”**

28
29 **“Resolved, that the Board Policy Manual be amended at Policy Type II, O, so that it reads:**
30

31 **CODE OF CONDUCT FORM**

32
33 The Code of Conduct is a statement of the Academy of General Dentistry’s (AGD) values and
34 professional standards. The AGD requires its employees, volunteers and Board members to adhere to the
35 Code of Conduct.

36
37 Through the Code of Conduct, the following principles are endorsed:

- 38
39 • We comply with all applicable laws, regulations, and AGD policies.
40
41 • We make decisions and acts that are proper, in terms of our own sense of integrity and how they
42 might appear to others.
43
44 • We are honest, trustworthy, and fair in all of our actions and relationships with, and on behalf of the
45 AGD.
46

- 1 • We maintain honest and accurate financial records that are maintained honestly, accurately, and in
2 accordance with generally acceptable accounting practicesprinciples (GAAP).
- 3
- 4 • We avoid situations in which our individual personal financial interests conflict, may conflict, or may
5 appear to conflict, with any interest of the AGD.
- 6
- 7 • We secure business for the AGD on the basis of an honest competitive market process.
- 8
- 9 • We maintain the appropriate level of confidentiality at all times with respect to information pertaining
10 to members, suppliers, employees, or the AGD itself.
- 11
- 12 • We protect all of the AGD’s assets, including facilities and equipment, and help maintain their value
13 to the AGD.
- 14
- 15 • We act professionally at all times.
- 16
- 17 • We contribute to the effectiveness of the Code of Conduct by notifying the Audit Committee if
18 violations or suspected violations are observed.
- 19
- 20 • We treat each other as colleagues, respecting the skills and talents we each contribute.
- 21

22 Employees, volunteers, and Board members must apply the principles of the Code of Conduct in all of
23 their dealings and in every aspect of their employment by or trusteeship of the AGD. They must consider
24 their actions in light of how they might be interpreted by others and whether they are behaving
25 appropriately and performing in the best overall interests of the AGD. Compliance with the spirit as well
26 as the letter of the Code of Conduct is vitally important.

27
28 The key rules to ensure effectiveness of the Code of Conduct are set forth below. More extensive
29 direction to employees on how to interpret and apply the principles of the Code of Conduct is provided
30 throughout the AGD’s Employee Handbook, which is required reading for all employees.

31 **Avoiding Conflicts of Interest**

32
33 As an Academy of General Dentistry (AGD) employee, volunteer, Board member, or any other person
34 working with the AGD in any capacity, you are expected to avoid conflicts of interest. This means
35 you must avoid any situation *where a conflict could exist or appear to exist* between your personal
36 financial or otherwise interests and those of the AGD. You must avoid any outside financial interest that
37 might influence your decisions or actions on behalf of the AGD. While it is impractical to describe all
38 situations that may create a conflict of interest, examples include personal or family interests in
39 enterprises that do business with the AGD, except for minimal holdings of stock or other securities in
40 publicly traded companies, including mutual funds. The AGD may purchase goods or services from an
41 employee or from a business in which an employee, volunteer, Board member or close relative, friend, or
42 neighbor of an employee, volunteer or Board member has any interest only when full disclosure is
43 provided by the AGD employee, volunteer or Board member. A written waiver must first be granted by
44 the Executive Director before said goods or services may be purchased. The Executive Director must
45 obtain a waiver from the President of the AGD. When there are two or more vendors bidding for AGD
46 business, and one or more of them have a potential conflict interest relating to an Academy employee
47 volunteer or Board member, and in the case where bids are substantially equal, the bidder without the
48 potential conflict of interest should receive the business.

1 Conducting business with vendors can pose ethical problems. Purchase of goods and services must not
2 benefit you or your family in the form of kickbacks or rebates. These can take many forms and are not
3 limited to direct cash payments or credits. A business courtesy is a gift or favor for which you pay
4 nothing or less than fair market value. It may be a tangible or intangible benefit, including, but not limited
5 to, such items as non-monetary gifts, meals, drinks, entertainment, hospitality, recreation, door prizes,
6 transportation, discounts, tickets, passes, promotional items or use of a giver's name, time, materials or
7 equipment.

8
9 Under no circumstances may you accept gifts of money including, but not limited to salary, or other
10 payments for services, i.e., consulting fees, honoraria, equity interest, property rights, including patents,
11 copyrights and royalties from such rights. You may not solicit non-monetary gifts, gratuities or any other
12 personal benefit or favor of any kind from vendors. You and members of your immediate family may
13 accept unsolicited, non-monetary, infrequent business courtesies from someone doing or seeking to do
14 business with the AGD *only if it is of nominal value, i.e., a face value of less than \$200\$500(cumulative*
15 *for the year).*

16
17 AGD employees, volunteers or Board member may not encourage or solicit entertainment from any
18 company or individual with whom the AGD does business. From time to time, AGD employees,
19 volunteers or Board members may accept entertainment, but only if it is reasonable, occurs infrequently
20 and does not involve lavish expenditures. Accepting entertainment intended to gain favor or influence
21 must be avoided. AGD employees, volunteers or Board member should also not be influenced by the
22 special interests of individual members.

23
24 Agreements with agents or consultants must be in writing on AGD letterhead. Such agreements must
25 clearly set forth the services to be performed, the basis for earning the commission or fee involved, and
26 the rate or fee. All such agreements must be reviewed by the proper authority (the Executive Director)
27 prior to execution. Any payments must be reasonable in amount, not excessive in light of the practice in
28 the trade, and commensurate with the value of the services rendered.

29
30 AGD employees, volunteers and Board member will acknowledge receipt and understanding of this
31 policy. At the same time they will disclose any existing or potential conflict of interests which would
32 include any gifts or entertainment that exceeds \$200\$500(cumulative for the year). Annually, they must
33 renew this understanding and disclosure. Any conflicts will be reviewed by the Audit Committee.

34
35 All employees, volunteers and Board member must report any actual or suspected exceptions to the
36 Executive Director. If you encounter a situation in which a possible conflict of interest may be involved,
37 talk to the Executive Director before you take any action.

38
39 No AGD officer, Board member, Regional Director, Council or Committee member or any other leader
40 may refer to his or her AGD title or leadership status in conjunction with any advertising, promotion,
41 solicitation or marketing for any other for-profit or non-profit entity(s) or its product or services unless
42 specifically authorized to do so in writing by the Board. Affected leaders may refer to their AGD
43 leadership position in the context of a resume or biographical statement without violation of this policy.

44
45 In answering the following questions, please include all relevant information occurring during the year.

46
47 In the past year, have you or any family member received any business courtesies (excluding business
48 courtesies up to \$200\$500 value per payer(cumulative for the year)) or monetary gifts of any amount
49 from people or companies doing business or seeking to do business with the AGD?

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_____ **Yes** _____ **No**

If yes, specify the approximate date of receipt, person or company from which received, what was received, and the recipient.

Date	Person or Company	Item Received	Recipient

I, _____, declare that I have no proprietary, financial or other personal or professional interest of any nature or kind in any product, service and/or company that will, or might, be considered a conflict of interest during my term as an elected or appointed official of the AGD except the following:

_____.

I, _____, belong to the following dental and/or professional organizations:

Organization	Leadership Role (if any)
_____	_____
_____	_____
_____	_____
_____	_____

Should I acquire such an interest, subsequent to signing this document, I will promptly sign and file an amended statement.

Proper Use and Care of Confidential Information and Proper Record Keeping

The AGD, while a not-for-profit organization, is still a business and operates as such. Sound business practices mandate that an organization’s employees, volunteers and Board members, while trusted, are made aware of principles regarding confidentiality.

Confidential information including position papers, Board member business, House of Delegates business, etc. should not be disclosed to anyone other than people who are authorized to receive such information. If confidential information is requested of you, either by another employee, volunteer or Board member, or by someone outside the AGD, and you question your authority to release the information, ask the Executive Director before providing it. When in doubt as to whether certain

1 information is or is not confidential, employees and volunteers should contact their supervisor, the
2 Executive Director or a member of the Board.

3
4 All entries employees, volunteers and Board members make to the financial records must be accurate, in
5 accordance with established accounting and record-keeping procedures and sound accounting controls,
6 and in compliance with document retention requirements.

7 8 **Anti-Harassment and Anti-Discrimination**

9
10 It has been and remains the policy of AGD to maintain a work environment where every employee,
11 volunteer and Board member is free from all forms of harassment and discrimination based upon or
12 related to race, color, sex, pregnancy, religion, national origin, ancestry, physical or mental disability, age,
13 sexual orientation, gender identity, marital status, veteran status, military status, order of protection status,
14 genetic information, and any other characteristic protected by applicable law. This includes conduct that
15 creates a hostile, intimidating, or offensive work environment. AGD will not tolerate harassment of AGD
16 employees, volunteers or Board members by anyone, including any supervisor, co-worker, vendor, client,
17 contractor, member, or other regular visitor of AGD. Our policy prohibits not only conduct and language
18 that constitute unlawful harassment and discrimination as defined by the courts, but all inappropriate
19 behavior of this type.

20 21 **Definition of Sexual Harassment:**

22
23 “Sexual harassment” consists of unwelcome sexual advances, requests for sexual favors, and other verbal
24 or physical conduct of a sexual nature when made by any employee, volunteer or Board member to
25 another employee, volunteer or Board member where:

- 26 4. Submission to such conduct is made either explicitly or implicitly a term or condition of a person’s
27 employment;
- 28 5. Submission to or rejection of such conduct is used as the basis for any employment decisions
29 affecting such individual; or
- 30 6. Such conduct has the purpose or effect of substantially interfering with an individual’s work
31 performance or creating an intimidating, hostile or offensive working environment.

32 33 **Sexual harassment, as defined above, may include, but is not limited to:**

- 34 6. Uninvited sex-oriented verbal “kidding” or demeaning sexual innuendoes, leers, gestures, teasing,
35 sexually explicit or obscene jokes, remarks or questions of a sexual nature;
- 36 7. Graphic or suggestive comments about an individual’s dress or body;
- 37 8. Displaying sexually explicit objects, photographs, or drawings, including emails and websites;
- 38 9. Unwelcome touching, such as patting, pinching, or intentional brushing against another’s body; or
- 39 10. Suggesting or demanding sexual involvement of another employee whether or not such suggestion or
40 demand is accompanied by implicit or explicit threats concerning one’s employment status or similar
41 personal concerns.

42 **Other Harassment**

43
44 Other harassment prohibited by this policy includes inappropriate conduct in the workplace, based upon
45 an individual’s race, color, religion, sex, pregnancy, national origin, age, mental or physical disability,
46 ancestry, sexual orientation, gender identity, veteran status, military status, marital status, order of
47 protection status, or any other protected category as defined by applicable law that has the purpose or
48 effect of interfering with an individual’s work performance or creating an intimidating, hostile, or
49 offensive work environment.

1
2 The conduct forbidden by this policy specifically includes, but is not limited to: (a) epithets, slurs,
3 negative, stereotyping, or intimidating acts that are based on a person's protected status; and (b) written or
4 graphic material circulated within or posted within the workplace that shows hostility toward a person or
5 persons because of their protected status.
6

7 Harassment of any employee, volunteer, Board member, applicant, or third party is strictly prohibited and
8 will not be tolerated. All employees, volunteers and Board members are strictly prohibited from engaging
9 in such harassment. No supervisor or manager has the authority to request or demand compliance with
10 unwelcome or offensive conduct in return for any job assignment, continued employment, compensation,
11 promotion, or other term or condition of employment, and supervisors and managers have no authority to
12 retaliate against any individual for failure or refusal to comply with such demands or requests. Any such
13 demand or request, and any such retaliation or attempted retaliation, constitutes a serious violation of this
14 policy.
15

16 Keep in mind that an employee, volunteer or Board member may complain about harassment if the
17 employee, volunteer or Board member is subjected to consensual behavior between two or more other
18 employees, volunteers or Board members.
19

20 **Complaint Procedure**

21

22 Any individual who has a complaint about harassment by any employee, member, or other person
23 connected to an individual's employment at AGD should immediately bring the incident to the attention
24 of the head of Human Resources, and the AGD President when an AGD volunteer is involved, or the
25 Executive Director.
26

27 Every employee, volunteer and Board member is responsible for ensuring compliance with this policy.
28 Any supervisor who has been approached by an employee with a harassment complaint must immediately
29 contact the head of Human Resources, and the AGD President when an AGD volunteer is involved, or the
30 Executive Director to report the complaint.
31

32 Upon learning of an allegation of harassment, the head of Human Resources, and the AGD President
33 when an AGD volunteer is involved, shall promptly initiate an investigation. The investigations should
34 include, but not necessarily be limited to: 1) interviewing the alleged victim, 2) interviewing the alleged
35 harasser, and 3) interviewing all other witnesses, as feasible. Confidentiality will be respected to the
36 extent consistent with the need to conduct a fair, complete, and responsive investigation.
37

38 **Action After Investigation**

39

40 AGD's immediate goal is to take prompt remedial action to stop the discriminatory, harassing, or
41 offensive conduct if a violation of this policy is found. The second goal is to assure that the violation will
42 not recur. Even where a violation is not found, it may be appropriate to counsel individuals regarding
43 their behavior.
44

45 If a violation of this policy is found, discipline may be imposed ranging from a notation in the
46 individual's personnel file up to and including termination, depending on the circumstances. AGD
47 considers violations of this policy to be extremely serious. Violations undermine the AGD's basic
48 concept of fairness and can lead to legal and financial liability for the violator and AGD.
49

1 The appropriate parties, as determined by the Executive Director and Audit Committee Chair, will be
2 informed of the results of the investigation. Legal obligations and constraints will guide the determination
3 of the appropriate parties.
4

5 **No Retaliation**

6
7 As noted already, any individual making a complaint or providing information relative to a complaint will
8 not be retaliated against, even if a complaint made in good faith is determined to be unfounded.
9 Retaliation will result in disciplinary action.

10
11 Our goal is to maintain a workplace free from any form of harassment, and AGD is committed to doing
12 everything reasonably possible to achieve this goal. Any employee who feels that he or she has been the
13 subject of retaliation or adverse or different treatment as a result of having complained about prohibited
14 discrimination or harassment, or having participated in an investigation, should immediately bring the
15 matter to AGD's attention through the same complaint procedure identified above.
16

17 **Compliance with the Law**

18
19 Employees, volunteers and Board members of the AGD must not participate in illegal or criminal activity.
20 Any employee who is being investigated or has been convicted of or pleaded guilty to a felony must
21 immediately report such information in writing to the head of Human Resources who will then report to
22 the Audit Committee.
23

24 Employees, volunteers and Board members must also respond to specific inquiries of the AGD's
25 independent accounting firm. Employees, volunteers and Board members must protect the AGD's assets
26 in whatever ways are appropriate to maintain their value to the AGD. Employees, volunteers and Board
27 members must take care to use facilities, furnishings, and equipment properly and to avoid abusive,
28 careless, and inappropriate behavior that may destroy, waste, or cause the deterioration of AGD property.
29

30 **Antitrust Compliance**

31
32 AGD Board members, staff and meeting attendees must have a basic understanding of antitrust laws and
33 how they apply to their activities. If they don't, the possibility of subjecting themselves, their employers, and
34 the AGD to an antitrust investigation and prosecution is increased. The following is a list of subjects which
35 shall not be discussed or be the subject of any type of agreement, whether formal or informal, express or
36 implied, among competitors or potential competitors:
37

- 38 • Prices to be charged to patients or customers or by suppliers.
- 39 • Methods by which prices are determined.
- 40 • Division or allocation of markets or patients or customers.
- 41 • Coordination of bids or requests for bids.
- 42 • Terms and conditions of sale, including, for example, credit or discount terms, etc.
- 43 • Profit levels.
- 44 • Levels or schedules of production.
- 45 • Hindering the ability of non-members to compete.

46
47 Legally inappropriate informal meetings regarding official topics that take place in a social setting, are
48 also prohibited.
49

1 **Due Diligence**

2
3 All employees, volunteers and Board members must exercise due diligence consistent with a duty of care
4 that requires an individual to act:

- 5
6 • In good faith;
7 • With the care an ordinarily prudent person in a like position would exercise under similar
8 circumstances;
9 • In a manner the individual reasonably believes to be in the organization’s best interests.

10
11 Employees, volunteers and Board members should see to it that policies and procedures are in place to
12 help them meet their duty of care. Such policies and procedures should ensure that each individual:

- 13
14 • Is familiar with the organization’s activities and knows whether those activities promote the
15 organization’s mission and achieve its goals;
16 • Is fully informed about the organization’s financial status;
17 • Has full and accurate information to make informed decisions; and
18 • Complies with the policies set forth by the AGD.

19
20 **Fraud**

21
22 All employees, volunteers and Board members are responsible for recognizing and reporting fraud,
23 falsification of records, or other irregularities. Fraud applies to any irregularity or suspected irregularity
24 related to AGD’s business and involving employees, volunteers, Board members, vendors, or persons
25 providing service or materials to the AGD.

26
27 Irregularities include, but are not limited to:

- 28
29 • Forgery or alteration of any document
30 • Impropriety in the handling or reporting of financial transactions
31 • False, fictitious, or misleading entries or reports
32 • False or misleading statements to those conducting investigation of irregularities

33
34 Employees, volunteers and Board members must immediately report any suspected irregularity to the
35 Chair of the Audit Committee. The AGD’s ability to investigate and remediate fraud successfully depends
36 on prompt and confidential reporting. If you suspect fraud, do not discuss the matter with any of the
37 individuals involved, do not attempt to investigate or determine facts on your own, and do not discuss
38 your suspicions with anyone unless specifically directed or authorized to do so by a member of the
39 investigations team.

40
41 Employees, volunteers and Board members must cooperate with any investigation and provide accurate
42 and truthful information. Employees, volunteers and Board members must not disclose or discuss the fact
43 that an investigation is being conducted or has been conducted, and must not disclose the results of any
44 investigation to anyone except those persons in the AGD or law enforcement who need to know in order
45 to perform their duties, or except as otherwise required by law.

46
47 **Code of Conduct**

1 Every possible situation cannot be anticipated in the Code of Conduct. If you are uncertain about any
2 aspect of the Code of Conduct and how it should be applied or interpreted, you are encouraged to discuss
3 it with your Associate Executive Director, the CFO, the Executive Director, or the head of Human
4 Resources. An employee, volunteer or Board member who compromises or violates that law and any
5 employee, volunteer or Board member who violates AGD policies relating to the conduct of its business
6 or the high ethical standards contained in the Code of Conduct is subject to corrective action, up to and
7 including dismissal from employment or trusteeship in accordance with the AGD bylaws, and, in some
8 cases, may also be subject to criminal or civil proceedings under applicable laws.
9

10 All employees, volunteers and Board members are strongly encouraged to assist management in its efforts
11 to ensure that the Code of Conduct is being followed by all employees – colleagues, staff members and
12 superiors – volunteers and Board members. If you observe or suspect a breach of the Code of Conduct or
13 any law, regulation, or other AGD policy by another employee, volunteer or Board member while he or
14 she is conducting business for the AGD, then you should report such observations or suspicions to the
15 head of Human Resources, the Executive Director, or the Audit Committee Chair. Retaliation of any kind
16 against any employee, volunteer or Board member who makes a good faith report of an observed or
17 suspected violation of the Code of Conduct or any law, regulation or AGD policy is prohibited.
18

19 **Volunteer Copyright and Confidentiality**

20
21 The undersigned, in consideration of the opportunity to participate on an AGD Council/Committee,
22 accept the following terms.
23

24 I understand that I may create or contribute to original work for the AGD.
25

26 I hereby assign to AGD copyright in any and all work created by me as part of my participation with the
27 AGD Council/Committee (“Work”).
28

29 I further represent and warrant that I am the sole author of any and all Work that I create.
30

31 Further, I understand and acknowledge that any and all information disclosed to me or which I create as
32 part of my participation with the AGD Council/Committee that is indicated as confidential during the
33 Council/Committee’s meeting or in the minutes of the Council/Committee’s meeting shall be considered
34 Confidential Information of the AGD. I understand and acknowledge that I shall not disclose or cause to
35 be disclosed any Confidential Information without the express written permission of the AGD. I further
36 understand and acknowledge that disclosure of Confidential Information may cause irreparable harm to
37 the AGD, and that, therefore, the AGD reserves the right to pursue all remedies available to it in law and
38 equity.
39

40 **Failure to Submit Signed Form**

41
42 In order to ensure all forms are completed and signed, the following process will be utilized to follow-up
43 with volunteers.
44

- 45 1. Forms will be distributed annually to all volunteers once the appointments are approved (council and
46 committee members after the Spring Board meeting and RDs and Board members at the Annual
47 Meeting).
48

2. A follow-up request will be posted to the respective LCC immediately following the initial distribution.
3. Two weeks after the initial distribution, an e-mail remainder will be sent to those who have not responded.
4. After one month, staff will call volunteers who have not responded.
5. Travel reimbursement will be withheld until a completed code of conduct form is received at AGD Headquarters.

I hereby acknowledge receipt of the Code of Conduct and understand that I am responsible for reading, understanding, and complying with it.

Signature: _____ **Date:** _____

Printed Name: _____

PLEASE RETURN THIS SIGNED FORM

Please return this form via fax to 312.335.3438.

PASSED

Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gehrig, Gorman, Guter, Hanson, Harunani, King, Kozelka, Lew, Olsen, Shelly, Smith, Stillwell, Tillman, Uppal, White, Wooden, Worm

a – Low, Winland

N/A - Cordero

Dr. Uppal moved, Dr. Shelly seconded:

“Resolved that AIRBIII2018#19 – Amend the Whistleblower Policy to Change References to Trustee to the Board be approved as amended.”

“Resolved, that the Board Policy Manual be amended at Policy Type IV, N, so that all reference to trustees be replaced with the Board and so that it reads:

WHISTLEBLOWER POLICY

General

The AGD Code of Conduct requires ~~trustees~~the Board, other volunteers, and employees to observe high standards of business and personal ethics in the conduct of their duties and

1 responsibilities. Employees and representatives of the AGD must practice honesty and integrity
2 in fulfilling their responsibilities and comply with all applicable laws and regulations.

3
4 The objectives of the Academy of General Dentistry Whistleblower Policy are to establish
5 policies and procedures for:

- 6
7 • The submission of concerns regarding questionable accounting, internal control, audit, or
8 Code of Conduct matters, by employees ~~trustees~~ the Board, ~~officers~~, and other stakeholders of
9 the organization, on a confidential and anonymous basis;
- 10 • The receipt, retention, and treatment of complaints received by the organization regarding
11 accounting, internal controls, audit, Code of Conduct matters, or lack of adherence to policy
12 or law;
- 13 • The protection of ~~trustees~~ the Board, volunteers, and employees reporting concerns from
14 retaliatory actions.

15
16 **Reporting Responsibility**

17 Each ~~trustee~~ Board member volunteer, and employee of the AGD has an obligation to report in
18 accordance with this Whistleblower Policy (a) questionable or improper accounting, internal
19 control, or auditing matters, and (b) violations and suspected violations of the AGD's Code of
20 Conduct (hereinafter collectively referred to as Concerns).

21
22 **Authority of the Audit Committee**

23 All reported Concerns will be forwarded to the Audit Committee in accordance with the
24 procedures set forth herein. The Audit Committee shall be responsible for investigating, and
25 making appropriate recommendations to the Board. The investigation may utilize AGD staff or a
26 third party. Code of Conduct Concerns will be reported to the appropriate person/body as stated
27 in that policy document.

28
29 **No Retaliation**

30 This Whistleblower Policy is intended to encourage and enable ~~trustees~~ the Board, volunteers,
31 and employees to raise Concerns within the AGD for investigation and appropriate action. With
32 this goal in mind, no trustee, volunteer, or employee who, in good faith, reports a Concern shall
33 be subject to retaliation or, in the case of an employee, adverse employment consequences.
34 Moreover, a volunteer or employee who retaliates against someone who has reported a Concern
35 in good faith is subject to discipline up to and including dismissal from the volunteer position or
36 termination of employment.

37
38 **Reporting Concerns**

39
40 **Employees**

41 Employees should first discuss their Concerns with their immediate supervisors. If, after
42 speaking with his or her supervisor, the individual continues to have reasonable grounds to
43 believe the Concern is valid, the individual should report the Concern to the head of Human
44 Resources. In addition, if the individual is uncomfortable speaking with his or her supervisor, or

1 the supervisor is a subject of the Concern, the individual should report the Concern directly to
2 the head of Human Resources.

3
4 If the Concern was reported verbally to the head of Human Resources, the reporting individual,
5 with assistance from the head of Human Resources, shall reduce the Concern to writing. The
6 head of Human Resources is required to promptly report the Concern to the chair of the Audit
7 Committee, who has specific and exclusive responsibility to investigate all Concerns. If the head
8 of Human Resources for any reason, does not promptly forward the Concern to the Audit
9 Committee, the reporting individual should directly report the Concern to the chair of the Audit
10 Committee. Contact information for the chair of the Audit Committee may be obtained through
11 the human resources department or may be looked up in iMIS. Concerns may be also be
12 submitted anonymously. Such anonymous Concerns should be in writing and sent directly to the
13 chair of the Audit Committee.

14 15 **TrusteesThe Board and Other Volunteers**

16 ~~Trustees~~The Board and other volunteers should submit Concerns in writing directly to the chair
17 of the Audit Committee. Contact information for the chair of the Audit Committee may be
18 obtained from the AGD website or the chief financial officer.

19 20 **Handling of Reported Violations**

21 The Audit Committee shall address all reported Concerns. The chair of the Audit Committee
22 shall immediately notify the entire committee, the President, the Executive Director, and Chief
23 Financial Officer of any such report. The chair of the Audit Committee will notify the sender and
24 acknowledge receipt of the Concern within five business days, if possible. It will not be possible
25 to acknowledge receipt of anonymously submitted Concerns. In addition, the chair of the Audit
26 Committee does not need to notify those individuals who are the subject of an investigation.

27
28 All reports will be promptly investigated by the Audit Committee, and appropriate corrective
29 action will be recommended to the Board, if warranted by the investigation. In addition, action
30 taken must include a conclusion and/or follow-up with the complainant for complete closure of
31 the Concern.

32
33 The Audit Committee has the authority to retain outside legal counsel, accountants, private
34 investigators, or any other resource deemed necessary to conduct a full and complete
35 investigation of the allegations. Agreements with agents or consultants must be in writing on
36 AGD letterhead. Such agreements must clearly set forth the services to be performed, the basis
37 for earning the commission or fee involved, and the rate or fee. All such agreements must be
38 reviewed by the proper authority prior to execution. Any payments must be reasonable in
39 amount, not excessive in light of the practice in the trade, and commensurate with the value of
40 the services rendered

41 42 **Acting in Good Faith**

43 Anyone reporting a Concern must act in good faith and have reasonable grounds for believing
44 the information disclosed indicates an improper accounting or auditing practice, internal control
45 or a violation of policy or the Code of Conduct. The act of making allegations that prove to be

1 unsubstantiated, and that prove to have been made maliciously, recklessly, or with the
2 foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and
3 may result in discipline, up to and including dismissal from the volunteer position or termination
4 of employment. Such conduct may also give rise to other actions, including civil lawsuits.
5

6 **Confidentiality**

7 Reports of Concerns, and investigations pertaining thereto, shall be kept confidential to the
8 extent possible, consistent with the need to conduct an adequate investigation.

9 Disclosure of reports of Concerns to individuals not involved in the investigation will be viewed
10 as a serious disciplinary offense and may result in discipline, up to and including termination of
11 employment. Such conduct may also give rise to other actions, including civil lawsuits.”

12
13 **PASSED**

14
15 *Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gehrig, Gorman, Guter, Hanson, Harunani,*
16 *King, Kozelka, Lew, Low, Olsen, Shelly, Smith, Stillwell, Tillman, Uppal, Winland, White, Wooden, Worm*

17
18 *N/A - Cordero*

19
20 **Dr. Kozelka moved, Dr. Stillwell seconded:**

21 **“Resolved, that AIRBIII2018#03 – 2019 Weclew Award be referred back to the Dental**
22 **Education Council with reconsideration of additional candidates and report back to 2017-**
23 **2018 Board Meeting IV.”**

24
25 **“Resolved, that the 2019 Dr. Thaddeus V. Weclew Award be awarded**
26 **to _____.”**

27
28 **PASSED**

29
30 *Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gehrig, Gorman, Guter, Hanson, Harunani,*
31 *King, Kozelka, Lew, Low, Olsen, Shelly, Smith, Stillwell, Tillman, Uppal, Winland, White, Wooden, Worm*

32
33 *N/A - Cordero*

34
35 **Dr. Harunani moved, Dr. Acheson seconded:**

36 **“Resolved, that AIRBIII2018#01 – Adopt AGD Policy Statements on Dental Benefits for**
37 **the Medicare Population be approved as amended.”**

38
39 **“Resolved, that the AGD’s positions on dental benefits for the Medicare population are as**
40 **follows:**

41
42 **1. General dentists are committed to delivering quality dental care to patients of all ages**
43 **and to advocating for optimal oral health.**
44

1 **2. The AGD believes that the current Medicare Part B program is fiscally designed to**
2 **support medical costs unsustainable and cannot support the inclusion of dental benefits**
3 **without major employer withholding changes.**

4
5 **3. The AGD suggests enhanced benefits and reimbursement in private sector initiatives for**
6 **dental benefits.**

7
8 **4. The AGD believes that it is the responsibility of every person to exercise good oral health**
9 **habits that will provide them with a foundation for optimal oral and systemic health**
10 **throughout their lifetime, and that resources directed toward increasing oral health**
11 **literacy will support this effort.”**

12
13 **PASSED**

14
15 *Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Edgar, Gehrig, Gorman, Guter, Hanson, Harunani, King,*
16 *Olsen, Smith, Stillwell, Tillman, Uppal, White, Wooden*

17
18 *N – Kozelka, Shelly*

19
20 *a - Gajjar, Lew, Low, Winland, Worm*

21
22 *N/A - Cordero*

23
24 **Dr. Tillman moved, Dr. Worm seconded:**

25 **“Resolved, that AIRBIII2018#20 – Amend BPM Board Meeting Locations be approved as**
26 **amended.”**

27
28 **“Resolved, that the Board Policy Manual, Policy Type V, E. Board Meetings be amended so**
29 **that it reads:**

30
31 **The President-Elect shall have the authority prerogative to determine where one meeting**
32 **outside of Chicago the following year’s Board Meeting III will be held. Such meeting is**
33 **required to be held in an airline “hub” city vicinity within the continental United States or**
34 **Canada. If the costs of any of these meetings are in excess of \$100,000 as per Policy Type**
35 **IV., Executive Limitations, A. Annual Executive Constraint, 9, then Board approval will be**
36 **required prior to entering into that said contract. All off-site meetings of the Board should**
37 **include an "outreach" event with the local, constituent, or regional component where the**
38 **meeting is held. Such event must fit with the cost parameters detail above and cannot add**
39 **to the length of the meeting.”**

40
41 **“Approved 2016-2017 Board Meeting IV**

42 **Resolved, that beginning with the 2017-2018 governance year, all Board Meetings III and**
43 **IV be held at the AGD Headquarters building.”**

44
45 **PASSED**

1 Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gehrig, Gorman, Guter, Hanson, Harunani,
2 King, Kozelka, Lew, Low, Olsen, Smith, Tillman, Uppal, White, Wooden, Worm

3
4 N – Shelly, Stillwell

5
6 a – Winland

7
8 N/A - Cordero

9
10 **Dr. Edgar moved, Dr. Harunani seconded:**

11 **“Resolved, that AIRBIII2018#22 – Amend Bylaws to Provide Board with Veto Authority**
12 **over Presidential Appointments be postponed definitely to 2017-2018 Board Meeting IV.”**

13
14 **“Resolved, that the Bylaws be amended in the following locations so that they read:**

15
16 **Chapter IX, Section 2 A 4 a**

17 **To have the authority to appoint individuals to committees, task forces, work groups and**
18 **other AGD agencies that are not listed in Chapter XIII, Sections 2 and 3 of these Bylaws,**
19 **without ratification by the Board. Such appointments shall expire at the conclusion of the**
20 **President’s tenure, unless otherwise specified in the agency’s charge as determined by the**
21 **Board. The Board may also, when creating the agency’s charge, provide for its authority**
22 **to ratify or reject the president’s specific appointment(s) until such time as the president**
23 **provides the Board with a suitable selection.**

24
25 **Chapter XII, Section 10 Z**

26 **To approve all council and committee appointment recommendations to the council and**
27 **committees that are listed in Chapter XIII, Section 2 and 3 of these Bylaws. The Board**
28 **may reject specific appointments made by the president-elect until such time as the**
29 **president provides the Board with a suitable selection.**

30
31 **Chapter XIII, Section 1 A**

32 **The president-elect shall make, with the approval of the Board, council and committee**
33 **appointments in accordance with Chapter IX, Section 2.A.4. of these Bylaws. The Board**
34 **may reject specific appointments made by the president-elect until such time as the**
35 **president provides the Board with a suitable selection.**

36
37 **Chapter XIII, Section 1 D**

38 **Each president-elect shall designate, with approval of the Board, one particular council**
39 **member to serve as chairperson.**
40 **The Board may reject specific appointments made by the president-elect until such time as**
41 **the president provides the Board with a suitable selection.**

42
43 **Chapter XIII, Section 1 E**

44 **Each president-elect shall designate, with the approval of the Board, one individual who**
45 **shall serve as the Division Coordinator for each vacancy in the four council and committee**
46 **divisions. The Board may reject specific appointments made by the president-elect until**

1 **such time as the president provides the Board with a suitable selection. The term of the**
2 **Division Coordinator shall be two-years. No Division Coordinator shall serve more than**
3 **two successive terms and the appointment of terms shall be staggered so that only two**
4 **terms expire on any given year.”**

5
6 **PASSED**

7
8 *Y –, Cheney, Dubowsky, Dyzenhaus, Edgar, Gehrig, Gorman, Guter, Kozelka, Shelly, Smith, Tillman, Winland,*
9 *White, Worm*

10
11 *N – Acheson, Drumm, Gajjar, Harunani, King, Lew, Low, Olsen, Stillwell, Uppal, Wooden*

12
13 *a - Hanson*

14
15 *N/A - Cordero*

16
17 **Dr. Stillwell moved, Dr. Drumm seconded:**

18 **“Resolved, that AIRBIII2018#23 – Allied International Academy be referred back to the**
19 **Membership Council to report out at Board Zoom 10-15-18, as a pilot program to include a**
20 **business plan including metrics, brand protection, and a comparison of benefits per**
21 **membership category.”**

22
23 **“Resolved, that the Board Policy Manual be amended with the creation of a new section**
24 **under Policy Type V: Allied International Academy.”**

25
26 **Allied International Academy**

27
28 **“An arrangement whereby other associations (as a whole, vs. individual members of that**
29 **association becoming members of AGD), would be considered an “Allied International**
30 **Academy.” As such, the respective members would be entitled to certain, but limited,**
31 **offerings of AGD. Additionally, there will be a fee for the Allied International Academy**
32 **organization for such privilege.**

33
34 **Criteria and Approach:**

- 35 **1. Associations will be identified based on having an organizational structure and existing**
36 **member base in their respective country.**
37 **2. The AGD Board will approve each Allied International Academy via AIR for each**
38 **proposed organization, upon recommendation by the Membership Council. The**
39 **Membership Council will every three years – inform the AGD Board of its**
40 **recommendation for continuation of an organizations status as an Allied International**
41 **Academy.**
42 **3. Once the organization is approved as an Allied International Academy, the**
43 **organization would promote to their members that their respective memberships**
44 **include certain specific offerings from the AGD. Those offerings include:**
45 **a. Emailed cover stories from each publication of *General Dentistry* and *Impact*;**

- b. One complimentary archived online AGD CE event per year (similar to how AGD members receive six with membership);
 - c. AGD member rates on all other online CE;
 - d. AGD member rates on AGD Scientific Session;
 - e. Formal invitation and recognition of leadership of respective organization at Scientific Session and/or House of Delegates (at their own expense);
 - f. Access to PACE approved providers who could present courses in conjunction with the Allied International Academy at the respective organization’s cost;
 - g. Special AGD Allied International Academy logo for association’s website, and recognition on the AGD website;
 - h. Recognition via AGD certificate for each of the respective organization(s) members provided as a downloadable PDF suitable for printing and framing indicating this special relationship.
4. Allied International Academy organizations will pay an annual fee based on their respective membership base:
- a. Up to 5,000 members: \$2,000 USD
 - b. 5,001 to 7,500 members: \$3,000 USD
 - c. 7,501 to 10,000 members: \$4,000 USD
 - d. 10,001 or more members: \$5,000 USD”

PASSED

Y – Acheson, Cheney, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gehrig, Gorman, Guter, Hanson, Harunani, King, Kozelka, Lew, Low, Olsen, Shelly, Smith, Stillwell, Tillman, Uppal, Winland, White, Wooden, Worm

N – Drumm

N/A - Cordero

Dr. Stillwell moved, Dr. Wooden seconded:

“Resolved, that AIRBIII2018#24 – Revisiting the Governance Evaluation and Review Committee be approved as amended.”

“Resolved, that the charge of the Governance Evaluation and Review Committee be amended to read:

Governance Evaluation and Review Committee

4. **The Governance Evaluation and Review Committee will consist of five members, including the chair for a three (3) year term with the opportunity to be reappointed for a second three (3) year term. The members of the committee will be Trustees from the 17-18 Board. There will be five (5) Trustees, one (1) of whom will have been a Regional Director within the last two years, and consultants who will consist of the: president, president-elect, vice president, Regional Director Chair, Future of General Dentistry Committee Chair and the AGD Executive Director, or their designee. If one of the aforementioned Trustees ascends to an Executive Committee office during their term**

1 **on the committee, such ascension shall be considered resignation from the committee.**
2 **In case of such resignation, the president shall nominate a replacement Trustee**
3 **consistent with the other provisions of this policy. This is also applicable to the RD,**
4 **FGDC and any other consultant. Consultants will change annually based on the**
5 **members within the positions. Members will be named by the current president in**
6 **consultation with the President-Elect and Vice-President and ratified ~~or rejected~~ by the**
7 **Board.**
8

9 **PASSED**

10
11 *Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gorman, Guter, Harunani, Kozelka, Lew,*
12 *Low, Shelly, Smith, Stillwell, Tillman, Uppal, White, Wooden, Worm*

13
14 *a - Gehrig, Hanson, King, Olsen, Winland*

15
16 *N/A - Cordero*
17

18 **Dr. Worm moved, Dr. Drumm seconded:**

19 **“Resolved, that AIRBIII2018#25 – Dr. Cordero Appointments to the Governance**
20 **Evaluation and Review Committee be approved.”**

21
22 **“Resolved, that the following people be appointed to the Governance Evaluation and**
23 **Review Committee.**

24
25 **Dr. John Olsen, Region 9, (6/30/2018 – 11/TBD/2020), 1st term – Chair**

26 **Dr. Robert Gehrig, Region 20, (6/30/2018 – 11/TBD/2020), 1st term**

27 **Dr. Michael King, Region 6, (6/30/2018 – 11/TBD/2020), 1st term**

28 **Dr. Guy Hanson, Region 11, (6/30/2018 – 11/TBD/2020), 1st term**

29 **Dr. Robert Kozelka, Region 8, (6/30/2018 – 11/TBD/2020), 1st term”**
30

31 **PASSED**

32
33 *Y – Acheson, Cheney, Drumm, Dubowsky, Edgar, Gajjar, Gorman, Guter, Harunani, Lew, Low, Shelly, Tillman,*
34 *Uppal, White, Worm*

35
36 *a – Dyzenhaus, Gehrig, Hanson, King, Kozelka, Olsen, Smith, Stillwell, Winland, Wooden*

37
38 *N/A - Cordero*
39

40 **Dr. Gehrig moved, Dr. Hanson seconded:**

41 **“Resolved, that the Leadership Development Oversight Committee be directed to update**
42 **the comprehensive leadership development plan by 2018-2019 Board Meeting I.”**

43
44 **PASSED**

45
46 *Y – Acheson, Cheney, Drumm, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gehrig, Gorman, Guter, Hanson, Harunani,*
47 *King, Kozelka, Lew, Olsen, Shelly, Smith, Stillwell, Tillman, Uppal, Winland, White, Wooden, Worm*

1
2 *a – Low*
3
4 *N/A – Cordero*
5

6 **Board Zoom 7-24-18 Minutes**
7

8 **Dr. Stillwell moved, Dr. Kozelka seconded:**

9 **“Resolved, that the 2017-2018 Board Meeting III Minutes be approved as amended.”**
10

11 **PASSED**

12
13 *Y – Drumm, Dubowsky, Dyzenhaus, Edgar, Gajjar, Gehrig, Gorman, Guter, Hanson, King, Kozelka, Lew, Low,*
14 *Olsen, Shelly, Smith, Stillwell, Tillman, Uppal, White, Winland, Wooden, Worm*

15
16 *A – Acheson, Cheney, Harunani*

17
18 *N/A – Cordero*
19

20 **Dr. White moved, Dr. Worm seconded:**

21 **“Resolved, that AIR – Amendment to Board Action on Medicare, the second policy**
22 **position on dental benefits for the Medicare population be rescinded.**

23
24 ~~**2. The AGD believes that the current Medicare Part B program is fiscally designed to**~~
25 ~~**support medical costs and cannot support the inclusion of dental benefits without major**~~
26 ~~**employer withholding changes.**~~
27

28 **And be it further,**

29
30 **“Resolved, that the second policy position on dental benefits for the Medicare population**
31 **be as follows:**

32
33 ~~**2. The AGD believes that the Medicare Part B program is fiscally unsustainable and cannot**~~
34 ~~**support the inclusion of dental benefits.”**~~
35

36 **PASSED**

37
38 *Y – Drumm, Dubowsky, Edgar, Gehrig, Gorman, Guter, Hanson, King, Lew, Olsen, Shelly, Smith, Tillman, Uppal,*
39 *White, Worm*

40
41 *N- Kozelka*

42
43 *A – Acheson, Cheney, Gajjar, Harunani, Low*

44
45 *a - Dyzenhaus, Stillwell, Winland, Wooden*

46
47 *N/A – Cordero*

1
2 **AIR – Ratify AGD Foundation Board of Directors 2018-2019**

3
4 **Dr. White moved, Dr. Dubowsky seconded:**

5 **“Resolved, that AIR – Ratify AGD Foundation Board of Directors 2018-2019 slate of**
6 **nominees for the 2018-2019 AGD Foundation Board of Directors be ratified.”**

- 7
8 ● **W. Mark Donald, DMD, MAGD, President**
9 ● **Carol A. Wooden, DDS, MAGD, Vice President**
10 ● **A. Roddy Scarbrough, DMD, FAGD, Secretary/Treasurer**
11 ● **Ms. Valerie Bartoli, CDA**
12 ● **Ms. Ann Bruck (3M)**
13 ● **Abe Dyzenhaus, DDS, FAGD**
14 ● **Hans P. Guter, DDS, FAGD**
15 ● **Gary E. Heyamoto, DDS, MAGD**
16 ● **Kay Jordan, DDS, MAGD**
17 ● **James R. Keenan, DDS, MS, MAGD**
18 ● **John A. Kokai, DDS, MAGD**
19 ● **Mr. Daniel Miller (Dentist’s Advantage / Aon Affinity Insurance Services)”**

20
21 **PASSED**

22
23 *Y – Acheson, Drumm, Dubowsky, Edgar, Gajjar, Gehrig, Gorman, Hanson, King, Kozelka, Lew, Low, Olsen, Shelly,*
24 *Smith, Stillwell, Tillman, Uppal, White, Winland, Worm*

25
26 *A – Cheney, Harunani*

27
28 *a – Dyzenhaus, Guter, Wooden*

29
30 *N/A – Cordero*
31
32

Treasurer's Report from *AGD Impact*

AGD News

Treasurer's Report to the Membership Fiscal Year Ending Dec. 31, 2017



Thank you all for trusting me and honoring me with the opportunity to serve as your treasurer for the last four years. During this time, I have had the opportunity to interact with members, and what I have heard is amazing. You have the answers, and it is up to AGD to execute your suggestions in a way that is harmonious and collaborative. As AGD treasurer, I have the responsibility of monitoring the finances on a regular basis and working with the AGD Board and staff members, as well as the Executive,

Budget and Finance, Investment, Building, Audit and Advocacy committees. While these areas may not always have the same immediate needs, we all have the same end goal: to make recommendations and decisions that benefit AGD and its members. With a lot of effort, we ended each of the last four years with an operational surplus.

In terms of 2017, our net financial position was a positive one. We ended the year with an increase in net assets from operations of \$144,255, and our net assets went up by \$2,174,156. Although our numbers reflect a positive bottom line, a deep dive into the financials shows a more mixed picture. Comparing 2016 and 2017:

- AGD spent \$58,628 less in membership in 2017 in comparison to 2016 and experienced a \$61,392 decrease in revenue during the same time.
- There was a \$213,571 increase in sponsorships and AGD Exclusive Benefits income, but we lost a large sponsor in 2017.
- Communications revenue decreased by \$206,788, partially due to the drop in membership but also due to lagging advertising sales, and

- expenses went up by \$210,277, partially due to the rebrand costs.
- Governance expenses increased by 9 percent while the year-over-year expenses for the councils and committees decreased by 13 percent.
- The Scientific Session revenues were consistent, but expenses increased by \$102,937.
- AGD's 2017 administrative expenses were \$170,732 higher.
- Our investment income for 2017 was \$2,011,783, which includes unrealized gains of \$968,201. The 2017 total investment return was 15 percent for the year.
- AGD's Advocacy Fund gained \$41,489 in contributions and spent \$23,271 in 2017.
- Communications revenue went from over \$1.5 million in 2014 to \$1 million in 2017 while expenses increased by \$100,000.
- **Membership revenue was down by \$76,000 in 2017 compared to 2016. This is an area of significant concern since two-thirds of our revenue comes from membership dues.**
- Constituent development and public affairs investments decreased by \$120,000.
- Our Statements of Financial Position at Dec. 31, 2017, reflect total assets of \$31,419,413, an increase of \$4,458,679 over total assets at Dec. 31, 2016 (17 percent). Total liabilities were \$9,845,526, an increase of \$2,284,523 compared to Dec. 31, 2016. Thus, net assets increased by \$2,174,156. Most of the change from the prior year was due to the timing of dues collection in 2017 versus 2016.

Included in this report are the pie charts displaying the 2017 fiscal year revenue sources and expense groupings (page 6) as well as the Report of Independent Auditors (below).

REPORT OF INDEPENDENT AUDITORS

To the Board of Trustees of the Academy of General Dentistry:

REPORT ON THE FINANCIAL STATEMENTS

We have audited the accompanying financial statements of Academy of General Dentistry (AGD), which comprise the statements of financial position as of Dec. 31, 2017 and 2016, and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements.

MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

AUDITORS' RESPONSIBILITY

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the

circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

OPINION

In our opinion, the financial statements referred to in the first paragraph present fairly, in all material respects, the financial position of AGD as of Dec. 31, 2017 and 2016, and the changes in its net assets and its cash flows for the years then ended, in accordance with accounting principles generally accepted in the United States of America.

Since this is my last Treasurer's Report, I would like to give you some highlights and provide you with a more in-depth analysis about where we are, what our trends look like and what my thoughts are going forward.

Comparing the last four years:

- Each year has ended with an operating surplus.
- Though continuing education expenses have increased, so has the income. Thus, it has been net revenue neutral.
- Council and committee expenses have decreased by \$185,000, and Governance expenses have remained relatively stable over the last five years despite the increased costs of dining and accommodations.
- AGD has maintained relatively stable revenues and expenses in most areas.
- The Scientific Session has maintained relatively stable revenues and expenses.
- Partnership Administration and AGD Exclusive Benefits royalties have had a net increase of 23 percent (after expenses) over the past five years.
- Administrative overhead, which includes costs related to staff, technology, the building and processing costs, has been shrinking year-over-year. We expect these costs to increase in 2018 due to our top position being filled after having been vacant over the last two years.
- AGD created and funded a competitive advantage account, which provides seed money for investment in new ideas to help secure our future.

Legacy Professionals LLP performed the audit of AGD's financial statements for the fiscal year ending Dec. 31, 2017, and I am pleased to report that we were given an unqualified opinion. This is our 11th unqualified opinion, with no major adjustments, proving sustained fiscal controls within our organization. This is the result

of consistency, sacrifice, discipline, dedication, transparency in communications and an overwhelming sense to do what is right that yields this result — exactly what our members expect from those who serve.

We have historically focused on staying within budget and have done fairly well thanks to quarterly adjustments to the expense side. Although we are doing well at this point and have 100.6 percent of a year's worth of expenses in the reserve account for emergency situations, AGD may be facing some challenges. We should look for alternatives to relying on investment monies to support our organization long-term and focus on expanding our revenue base. This could include growing our membership, renewing our focus on non-dues revenue, solidifying the value of our publications, creating more opportunities for web-based education and collaborating with like-minded organizations.

I could not be more proud of the accomplishments of the entire AGD team, especially our Investment Committee, under the leadership of Dr. John Portwood, and our Budget and Finance Committee, under the leadership of Dr. Donald Worm in 2017 and Dr. Sanjay Uppal in 2018. Through the efforts of so many, we are in an enviable position to be a strong and secure organization, able and ready to support our constituents and members with additional value.



Mohamed F. Harunani, DDS, MAGD
Treasurer, Academy of General Dentistry

OTHER MATTERS

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The supplementary information on pages 15-18 of the full report (see note on page 7 to request a copy) is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audits of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance

with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

We also have previously audited the financial statements of AGD as of and for the years ended Dec. 31, 2015, 2014 and 2013 (none of which is presented herein), and we expressed unmodified opinions on those financial statements. Those audits were conducted for purposes of forming an opinion on the financial statements as a whole. The information on page 18 is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the Dec. 31, 2015, 2014 and 2013 financial statements. The information has been subjected to the

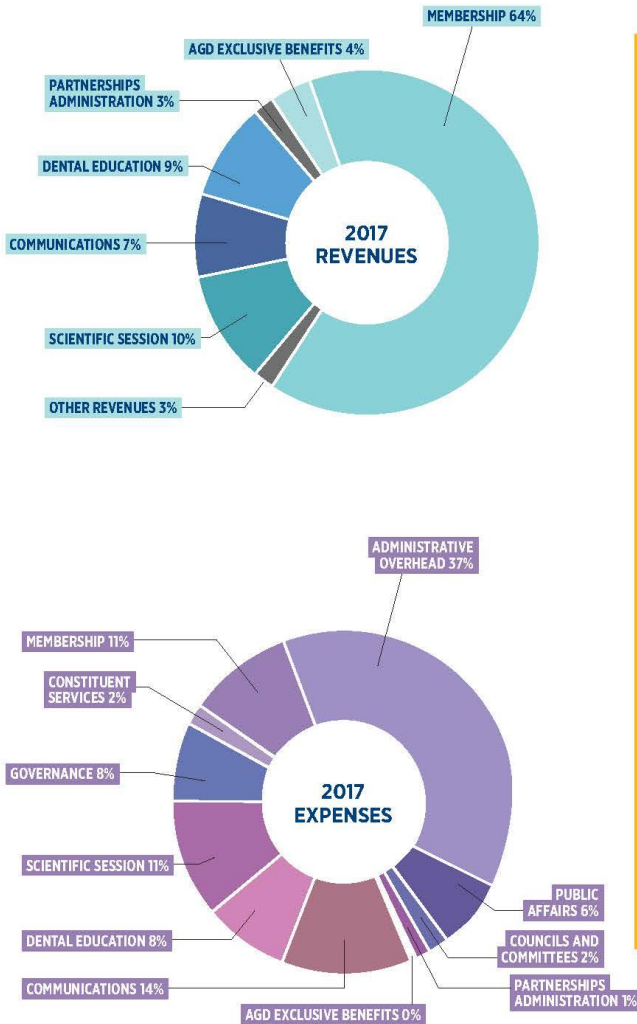
auditing procedures applied in the audits of those financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information on page 18 is fairly stated in all material respects in relation to the financial statements from which it has been derived.

LEGACY
PROFESSIONALS LLP
CERTIFIED PUBLIC ACCOUNTANTS

Chicago, Illinois
July 2018

agd.org 5

TREASURER'S REPORT TO THE MEMBERSHIP
Fiscal Year Ending Dec. 31, 2017



STATEMENTS OF FINANCIAL POSITION
Dec. 31, 2017

ASSETS	
Cash and cash equivalents.....	\$9,422,269
Accounts receivable, net of allowance for doubtful accounts of \$1,881 in 2017 and \$1,843 in 2016.....	341,607
Prepaid expenses and other current assets.....	468,516
Total current assets.....	<u>10,232,392</u>
OTHER ASSETS	
Investments.....	12,600,387
Deferred compensation obligation, investments.....	221,399
Deferred rent.....	22,566
Property and equipment, net.....	8,342,669
Total other assets.....	<u>21,187,021</u>
TOTAL ASSETS.....	<u>\$31,419,413</u>
LIABILITIES AND NET ASSETS	
CURRENT LIABILITIES	
Accounts payable.....	\$448,284
Amounts held for others.....	868,681
Accrued expenses:	
Salaries.....	205,237
Other.....	680,399
Deferred revenue.....	5,198,526
Total current liabilities.....	<u>7,401,127</u>
LONG-TERM LIABILITIES	
Deferred compensation obligation.....	221,399
Loans payable.....	2,223,000
Total long-term liabilities.....	<u>2,444,399</u>
TOTAL LIABILITIES.....	<u>9,845,526</u>
NET ASSETS	
Unrestricted.....	21,342,433
Temporarily restricted (Advocacy fund).....	231,454
Net assets.....	<u>21,573,887</u>
TOTAL LIABILITIES AND NET ASSETS.....	<u>\$31,419,413</u>

STATEMENTS OF ACTIVITIES

Dec. 31, 2017

REVENUE

Membership	\$8,937,034
AGD Exclusive Benefits royalty income	606,461
Partnerships administration	406,065
Communications	1,013,372
Dental education	1,202,208
Scientific Session	1,468,835
Other revenues	353,780
Total revenue	13,987,755

EXPENSES

Membership	1,471,259
AGD Exclusive Benefits	15,644
Partnerships administration	101,876
Constituent services	272,939
Communications	1,892,052
Dental education	1,175,282
Scientific Session	1,479,467
Public affairs	904,827
Councils and committees	342,670
Governance	1,091,158
Administrative overhead	5,096,326
Total expenses	13,843,500

CHANGE IN UNRESTRICTED NET ASSETS

FROM OPERATIONS 144,255

INVESTMENT INCOME (LOSS)

Interest and dividends on investments	368,069
Realized gain/(loss) on sales of investments	694,338
Unrealized gain/(loss) on investments	968,201
Investment fees	(18,825)
Total investment income	2,011,783

CHANGE IN UNRESTRICTED NET ASSETS 2,156,038

TEMPORARILY RESTRICTED NET ASSETS - ADVOCACY FUND

Fund contributions	41,489
Net assets released from restrictions	(23,371)

CHANGE IN TEMPORARILY RESTRICTED NET ASSETS 18,118

CHANGE IN NET ASSETS 2,174,156

NET ASSETS

Beginning of year	19,399,731
End of year	21,573,887

STATEMENTS OF CASH FLOWS

Dec. 31, 2017

CASH FLOWS FROM OPERATING ACTIVITIES

Change in net assets	\$2,174,156
Adjustments to reconcile change in net assets to net cash provided by (used in) operating activities:	
Depreciation and amortization	600,097
Net realized (gain) loss on sale of investments	(694,338)
Net unrealized (gain) loss on investments	(968,201)
Bad debt expense	39
Effects of changes in operating assets and liabilities:	
Accounts receivable - net	51,372
Prepaid expenses and other current assets	87,215
Deferred rent	(22,566)
Accounts payable	53,184
Amounts held for others	602,336
Accrued expenses	99,869
Deferred revenue	1,963,360
Net cash provided by (used in) operating activities	3,843,779

CASH FLOWS FROM INVESTING ACTIVITIES

Purchase of property and equipment	(342,206)
Proceeds from sale of investments	8,399,431
Purchase of investments	(7,148,673)
Net cash provided by (used in) investing activities	908,552

CASH FLOWS FROM FINANCING ACTIVITIES

Payments on loans	(432,000)
Net cash (used in) financing activities	(432,000)

NET INCREASE IN CASH AND

CASH EQUIVALENTS 4,320,331

CASH AND CASH EQUIVALENTS

Beginning of year	5,101,938
End of year	9,422,269

SUPPLEMENTAL DISCLOSURES

Cash paid for interest \$71,229

The statements are excerpted from a full audit report, which includes a summary of significant accounting policies and notes to the financial statements. To request a copy of the entire report, contact AGD at 888.243.3368.

Academy of General Dentistry
House of Delegates
Minutes

- I. House of Delegates First Session
- A. The meeting of the Academy of General Dentistry’s (AGD) 2017 House of Delegates (HOD) was called to order at 8:03 a.m. Central Daylight Time (CDT) by Dr. Bryan Edgar, Speaker of the House
- B. Dr. Robert Ryan, Chair of the Credentials & Elections Committee, announced the presence of a quorum.
- C. Dr. Bryan Edgar introduced the officers and staff seated on the dais, including Drs. W. Mark Donald, Immediate Past President; Roger Winland, Editor; Mohamed Harunani, Treasurer; Neil Gajjar, Vice President, Manuel Cordero, President-Elect; Maria Smith, President; Dr. Connie White, Secretary; Ms. Jennifer Goler, Manager, Governance; and Dr. Robert Roesch, Parliamentarian.
- D. Dr. Elizabeth Clemente delivered the invocation.
- E. A moment of silence in remembrance for those who the AGD lost in 2016 and 2017 was observed.
- F. Dr. Bryan Edgar recognized the Past Presidents in attendance, Drs. Jeffrey Cole, Linda Edgar, Fares Elias, Luke Matranga, Vincent Mayher, and Dr. Robert Ryan.
- G. Dr. Bryan Edgar recognized the presence of the following dignitaries, from the American Dental Association, Dr. Jeffrey Cole; from the American Society of Dentist Anesthesiologists, Dr. James Tom, president; from the American Society of Dentist Anesthesiologists, Dr. Cynthia Fukami, president-elect; from the American Academy of Implant Dentistry, Dr. David Hochberg; from the Illinois State Dental Society, Dr. Barbara Mousel; and from the American Dental Assistants Association, John Kasper.
- H. AGD Foundation President Dr. Linda Edgar and Washington AGD Executive Director Valerie Bartoli, were recognized to speak and addressed the HOD.
- I. Dr. Maria Smith was recognized to speak and addressed the HOD.

1 J. Dr. Maria Smith presented Presidential Citations to the following individuals, Mr. Daniel
2 Buksa, Mr. Thomas Killam, Ms. La June Davis-Wiley, Dr. Elizabeth Clemente, Dr.
3 Joseph Picone, Dr. Richard Knowlton and Dr. Donald Worm.
4

5 K. Officer Nominations
6

7 1. Dr. Bryan Edgar announced that in accordance with the AGD Bylaws, the
8 following individuals have submitted petitions signed by 25 or more members
9 in good standing at least 60 days prior to this meeting: Dr. Connie White for
10 Vice President, Dr. Michael Lew for Secretary, Dr. Bryan Edgar for Speaker
11 of the House, and Dr. Roger Winland for Editor.
12

13 2. Dr. Mai-Ly Duong of Region 14 nominated Dr. Connie White for Vice
14 President. Dr. White addressed the HOD.
15

16 3. Dr. Edgar declared Dr. Connie White elected as Vice President, as the election
17 for Vice President was not contested.
18

19 4. Dr. Glenn Miller of Region 19 nominated Dr. Michael Lew for Secretary. Dr.
20 Lew addressed the HOD.
21

22 5. Dr. Edgar declared Dr. Michael Lew elected as Secretary, as the election for
23 Secretary was not contested.
24

25 6. Dr. Gary Heyamoto of Region 11 nominated Dr. Bryan Edgar for Speaker of
26 the House. Dr. Edgar addressed the HOD.
27

28 7. Dr. Smith declared Dr. Edgar elected as Speaker of the House, as the election
29 for Speaker of the House was not contested.
30

31 8. Dr. Bruce Cassis of Region 6 nominated Dr. Roger Winland for Editor. Dr.
32 Winland addressed the HOD.
33

34 9. Dr. Edgar declared Dr. Roger Winland elected as Editor, as the election for
35 Editor was not contested.
36

37 L. Dr. Connie White, Secretary, announced that the HOD would consider 15 resolutions and
38 shared the Reference Committee Assignments.
39

40 M. Dr. Connie White informed the Delegates of the rules for reimbursement, being on the
41 HOD floor, and housekeeping information.
42

- 1 N. Dr. Edgar informed the Delegates of the upcoming Governance schedule and explained
2 the various ways new business could be introduced to the HOD.
3
- 4 O. Dr. Edgar presented the 2017 Membership Award to the Veterans Administration,
5 Federal Services Category; Puerto Rico AGD, Category 3; Missouri AGD, Category 2;
6 and Arizona AGD, Category 1.
7
- 8 P. Dr. Edgar presented the 2017 William W. Howard Academy Constituent Editor Award of
9 Excellence to the Army AGD, Federal Services Category; Nebraska AGD, Category 3;
10 Alabama AGD, Category 2; and Texas AGD, Category 1.
11
- 12 Q. Dr. Edgar presented the 2017 Public Information Officers Award to the Navy AGD,
13 Federal Services Category; Nebraska AGD, Category 3; Tennessee AGD, Category 2;
14 Texas AGD, Category 1.
15
- 16 R. Dr. Edgar presented the 2017 Constituent Advocacy Award to the Texas AGD.
17
- 18 S. Dr. Edgar presented the 2017 CE Awards of Excellence to the Navy AGD, Federal
19 Services Category; Nebraska AGD, Category 3; Tennessee AGD, Category 2; Texas
20 AGD, Category 1.
21
- 22 T. Dr. Edgar presented the 2017 Constituent of the Year Award to the Army AGD, Federal
23 Services Category; Nebraska AGD, Category 3; Alabama AGD, Category 2; Texas AGD,
24 Category 1.
25
- 26 U. Dr. Edgar reiterated the schedule for the Reference Committees, Candidates Forum, and
27 Town Hall.
28
- 29 V. A motion was made and seconded, to recess the HOD until Sunday, November 5, at
30 10:39 a.m. CDT. **The motion passed.**
31

32 II. House of Delegates Second Session
33

- 34 A. The HOD reconvened at 8:04 a.m. Central Standard Time (CST) on Sunday, November
35 5, 2017, and was called to order by the Speaker of the House, Dr. Bryan Edgar.
36
- 37 B. The AGD Singers sang God Bless America.
38
- 39 C. Dr. Robert Ryan, Chair of the Credentials & Elections Committee, announced the
40 presence of a quorum.
41
- 42 D. Dr. Bryan Edgar introduced the officers and staff seated on the dais, including Drs. W.
43 Mark Donald, Immediate Past President; Roger Winland, Editor; Mohamed Harunani,
44 Treasurer; Neil Gajjar, Vice President, Manuel Cordero, President-Elect; Maria Smith,

1 President; Dr. Connie White, Secretary; Ms. Jennifer Goler, Manager, Governance; and
2 Dr. Robert Roesch, Parliamentarian.

3
4 E. Dr. Bryan Edgar recognized the presence of the following dignitaries, from the American
5 Student Dental Association, Ms. Tanya Sue Maestas and from the American Dental
6 Association, Dr. Joe Crowley.

7
8 F. Dr. Bryan Edgar announced the results of the regional elections:

9

<u>Region</u>	<u>Regional Director</u>	<u>Trustee</u>
10 5	Dr. Nicholas Russo	Dr. John Drumm
11 6	Dr. Samantha Shaver	Dr Michael King
12 7	Dr. Michael Gordon	Dr. Hans Guter
13 8	Dr. Cheryl Mora	Dr. Robert Kozelka
14 9	Dr. Dennis Charnesky	Dr. John Olsen
15 10	Dr. Chadwin Wegener	Dr. Kevin Low
16 11	Dr. Ravi Sinha	Dr. Guy Hanson
17 13	Dr. Steve Lockwood	Dr. Guy Acheson

18
19

20 G. The outgoing Council and Committee chairs, Division Coordinators, Regional Directors,
21 Trustees, the Secretary, Speaker of the House, and the Immediate Past President were
22 recognized.

23
24 H. Dr. Bryan Edgar reviewed the parliamentary procedure for speaking from the
25 microphones and the instructions for voting.

26
27 I. Dr. John Olsen, seconded by Dr. Joseph Picone, moved to adopt the 2016 HOD minutes
28 as published. **With no debate, the minutes were adopted.**

29
30 J. Report of the Reference Committee on Advocacy and Other Priorities by Dr. Brooke
31 Elmore of Texas, Chair.

32
33 1. Dr. Brooke Elmore, seconded by Dr. Colleen DeLacy, moved to adopt Resolution
34 300 as the consent calendar. **With no debate, Resolution 300 was adopted.**

35
36 **Resolution 300 ADOPTED**

37
38 **“Resolved, that Resolutions 301, 303, and 306 be adopted as the consent calendar.”**

39
40 **Resolution 301 ADOPTED ON CONSENT**

41
42 **“Resolved, that AGD HOD policy 2006:23R-H-7 be rescinded as follows:**

1 ~~‘Resolved, that AGD seeks to educate the public about the potential financial & health~~
2 ~~risks, due to lack of legal and contractual insurance recourse when medical & dental care is~~
3 ~~sought outside of the United States and Canada.’~~

4 And be it further,

5
6 **Resolved, that the AGD educate the public that there are potential risks, including but not**
7 **limited to financial, health, and contractual insurance, which may offer limited recourse**
8 **when dental services are sought outside their countries of residence”**

9
10 **Resolution 303 ADOPTED ON CONSENT**

11
12 **“Resolved, that the AGD supports federal and state legislative efforts to require that PPO**
13 **third party payer participation contracts include the requirement that providers shall be**
14 **provided notice of 1) participation on leased networks, and 2) the identity of payers to**
15 **which the networks are leased, and that the reimbursement mechanisms used by the lessor**
16 **shall continue to apply with regard to participation with the lessee.”**

17
18 **Resolution 306 ADOPTED ON CONSENT**

19
20 **“Resolved, that the *White Paper on the Role of Dentistry in Addressing Opioid Crisis* be**
21 **adopted as AGD HOD policy.”**

- 22
23 2. Dr. Brooke Elmore, seconded by Dr. Chethan Chetty, moved to substitute Resolution
24 302R for Resolution 302.

25
26 **Resolution 302R ADOPTED**

27
28 **“Resolved, that *Off-Label Use of Dental Products* statement be adopted as AGD HOD**
29 **policy.”**

30
31 Dr. Larry Williams moved and was seconded, to substitute Resolution 302S1 for
32 Resolution 302R. **The motion to adopt 302S1 was defeated. With no more**
33 **discussion Resolution 302R was adopted**

34
35 **Resolution 302S1 DEFEATED**

36
37 **“Resolved, that education of on the *Off Label Use of Dental Products* be included in the**
38 **Continuing Education program of the AGD adopted as AGD HOD policy.”**

39
40 Concerns were shared over the term continuing education program. Additionally, it
41 was noted that the FDA regulates the use of drugs for off-label use.

- 42
43 3. Dr. Brooke Elmore seconded by Dr. Mai-Ly Duong, moved to adopt Resolution 304.
44 **With no discussion, the motion to adopt Resolution 304 passed.**

1
2 **Resolution 304 ADOPTED**

3
4 **“Resolved, that the AGD supports flossing as an integral part of oral hygiene care.”**

- 5
6 4. Dr. Brooke Elmore, seconded by Dr. Janice Pliszczak, moved to adopt Resolution
7 305.
8

9 **Resolution 305 ADOPTED**

10
11 **“Resolved, that the AGD Policy Statement on the Consumption of Sugar and its Health Care**
12 **Consequences be adopted as AGD HOD Policy.”**

13 Dr. Jay Thompson moved and was seconded to refer Resolution 305 to the
14 appropriate committee.

15
16 Concerns were raised that the recommendations within the policy statement may be
17 beyond the scope of the dentist. It was recommended that the education piece of the
18 statement should remain in the statement.
19

20 **Question was called and the motion to vote immediately passed. With no**
21 **discussion, the motion to refer Resolution 305 was defeated. The motion to adopt**
22 **Resolution 305 passed.**

- 23
24 5. Dr. Brooke Elmore, seconded by Dr. Mai-Ly Duong, moved to substitute Resolution
25 307R for Resolution 307. **With no discussion, the motion to adopt Resolution**
26 **307R passed.**
27

28 **Resolution 307R ADOPTED**

29
30 **“Resolved, that HOD Policy 2016:301-H-7, Policy Statement on the Cost-Efficiency of**
31 **Primary Oral Health Care Delivery System be amended as follows:**

32
33 **‘Whereas, the primary oral health care delivery system uses prevention to reduce treatment**
34 **costs;**

35
36 **Whereas, the primary oral health care delivery system enables allows for incorporation of**
37 **administrative, ancillary, and incidental costs;”**

- 38
39 6. Dr. Brooked Elmore, seconded by Dr. Janice Pliszczak, moved to adopt Resolution
40 308. **With no discussion, the motion to adopt Resolution 308 passed**
41

42 **Resolution 308 ADOPTED**

1 **“Resolved, that the Academy of General Dentistry (AGD) supports educating the dental**
2 **profession and the public as to the value of dental screenings and HPV vaccination to help**
3 **prevent Oral Cancer.”**

4
5 K. Report of the Reference Committee on Continuing Education by Dr. Gigi Meinecke, of
6 Maryland, Chair. The Reference Committee had no resolutions to report.

7
8 L. Report of the Reference Committee on Administration, Image and Membership by Dr.
9 Joseph Picone of Connecticut, Chair.

10
11 1. Dr. Joseph Picone, seconded by Dr. Frank Conaway, moved to adopt Resolution 100
12 as the consent calendar. The motion to adopt Resolution 100 passed.

13
14 **Resolution 100 ADOPTED**

15
16 **“Resolved, that Resolutions 101, 104, and 105 be adopted as the consent calendar.”**

17
18 **Resolution 101 ADOPTED ON CONSENT**

19
20 **“Resolved, that the following system be used to guide the incoming President in making**
21 **council and committee appointments:**

22
23 **1. The incoming President will send a letter in ~~November~~ April to all Constituent**
24 **Presidents, Regional Directors, and Trustees asking for council and committee**
25 **appointment recommendations. The letter will be accompanied by a suggested**
26 **geographical distribution based on the number of members in each region to help make the**
27 **appointments as geographically balanced as possible. This geographical distribution list**
28 **will be based on the present council and committee structure, not including the Local**
29 **Advisory Committees, the Professional Relations Committee, and all Board Committees.**
30 **Members of the Examination Council shall not be counted a second time if also serving on**
31 **Exam Committee A, Exam Committee B, or Exam Committee C. The deadline for**
32 **responding to this communication will be ~~February 28~~ June 30 of each year.**

33
34 **2. The incoming President will make the appointments in consultation with the Vice**
35 **President, giving consideration to merit and experience.**

36
37 **3. The incoming President will see that contact is made with each newly appointed**
38 **member to see that there is a willingness to serve.**

39
40 **4. The Trustees will be given the reconstituted geographical distribution list with the**
41 **~~spring~~ Board Meeting IV book (in the 2016-2017 governance year this will be Board**
42 **Meeting V).**

1 **5. Individual Trustees will give input at the time the Board approves the**
2 **appointments, and the appointments will not be publicly announced until such time as the**
3 **Board has taken action on the list of appointments.**

4
5 **6. When the Board has approved the appointments, the councils and committees will**
6 **be advised of them.**

7
8 **Resolution 104 ADOPTED ON CONSENT**

9
10 **“Resolved that AGD HOD Policy Manual, Publishing/Production Design Guidelines,**
11 **Advertising Policies of the Academy of General Dentistry be rescinded.”**

12
13 **~~Publishing/Production Design Guidelines~~**

14
15 **~~Advertising Policies of the Academy of General Dentistry~~**

16
17 **~~Advertising accepted for the publications of the Academy of General Dentistry or its Web~~**
18 **~~site or sent to members through membership list rental should serve to inform dentists and~~**
19 **~~others of products, services and courses that are available. In keeping with responsible~~**
20 **~~journalistic philosophy, all advertisements must be accurate. No advertising shall~~**
21 **~~encourage dentists or other readers to engage in practices that would conflict with~~**
22 **~~standards of conduct generally adhered to by members of the dental profession. All~~**
23 **~~advertisements are subject to acceptance or rejection by the Academy, based on the content~~**
24 **~~of the advertisement and the nature of the product, services or courses offered.~~**

25
26 **~~Inclusion of advertising in AGD publications does not constitute approval or endorsement~~**
27 **~~by the Academy of General Dentistry of products, services, or claims made in~~**
28 **~~advertisements. Each issue of *General Dentistry* and *AGD Impact* will carry the following~~**
29 **~~statement: "The publication of an advertisement in (*General Dentistry* or *AGD Impact*)~~**
30 **~~does not indicate endorsement for products or services. AGD credit approval for~~**
31 **~~continuing education courses or course program providers will be clearly stated."~~**

32
33 **~~A. General Eligibility~~**

34
35 **~~1. All advertisements must involve goods or services related to the dental profession, or to~~**
36 **~~the mission, activities and/or functions of the Academy of General Dentistry.~~**

37
38 **~~2. The Academy will make advertising space available in its publications free of charge, as~~**
39 **~~appropriate, in exchange for equal value under the following circumstances:~~**

40
41 **~~a. Advertising exchange program with a recognized dental or dentistry-related association.~~**

42
43 **~~b. Membership benefits program in which companies providing benefits to members under~~**
44 **~~contract or agreement with the Academy are provided one full page of advertising space at~~**
45 **~~no charge during the introduction of the new program or service.~~**

1
2 **Note: The Academy reserves the right to assign advertising space, as available, for the**
3 **promotion of Academy and AGD Foundation products, services and events.**

4
5 **3. All advertisements must be accurate. Exaggerated or unsupported claims are not**
6 **acceptable. The burden of proof to substantiate any statement within an advertisement**
7 **rests with the company or individual proposing the advertisement.**

8
9 **4. All products and/or services must be available at the time the advertisement is published**
10 **or mailed.**

11
12 **5. No advertising material will be acceptable if it is deemed to be in conflict with the laws or**
13 **regulations of any federal, state, or local government or agency.**

14
15 **6. Advertisements that include language or devices that reflect pride and/or confidence in a**
16 **product or service are acceptable. However, such promotional materials shall not include**
17 **exaggerations or superlative terms or phrases that either deceive or mislead or tend to**
18 **deceive or mislead or may be interpreted in any way to be in poor taste.**

19
20 **7. Advertisements that in any manner may be construed as being disparaging of useful**
21 **competitive products or services are not acceptable.**

22
23 **8. No advertisement or other promotion may use the name or logo of the Academy of**
24 **General Dentistry, either in publications of the Academy or elsewhere, without prior and**
25 **specific approval from the Academy. Such approval shall not be unreasonably withheld.**

26
27 **9. A company or individual may be denied AGD publication advertising space and/or**
28 **mailing labels for a period of six months to a year or longer on the basis of documented**
29 **non-compliance with AGD advertising policy.**

30
31 **10. Classified advertising in AGD Impact may include practice sales, practice opportunities**
32 **for dentists and auxiliaries, the sale of used and new dental equipment, and other dental**
33 **products.**

34
35 **11. The Academy does not offer complimentary advertising of dental publications or**
36 **literature through distribution at Academy meetings, but may provide such a service at**
37 **reasonable cost to companies that have purchased exhibit space at the meeting.**

38
39 **B. — Drugs, Materials and Devices**

40
41 **1. Acceptability of advertising of any drug, material or device may be based upon**
42 **determinations or evaluations made by the American Dental Association Council on Dental**
43 **Materials and Devices or the ADA Council on Dental Therapeutics, or upon research and**
44 **practice currently taught in dental schools and other recognized institutions, whether**
45 **published or unpublished.**

1
2 **2. Performances of all drugs, materials, and devices being advertised remain the sole**
3 **responsibility of the manufacturer, company, or person placing or mailing the**
4 **advertisement.**

5
6 **3. Advertisements may cite, through proper footnotes, appropriate references to dental or**
7 **other scientific literature, provided the reference properly supports a claim.**

8
9 **C. — Continuing Dental Education Materials and Courses**

10
11 **1. Advertising copy for continuing education courses must be submitted to the AGD**
12 **national office for editorial review before it will be accepted for publication or for mailing**
13 **to AGD members through the sale of labels.**

14
15 **2. The accuracy of any statements related to continuing dental education credit availability**
16 **will be determined by the AGD Department of Continuing Education.**

17
18 **3. Advertising space in AGD publications and AGD membership mailing labels are**
19 **available to the providers of continuing education courses only if the course being**
20 **promoted is approved to offer FAGD/MAGD credit.**

21
22 **D. — Editor's Responsibility**

23
24 **1. It is the responsibility of the editor of the Academy to determine acceptability of**
25 **advertising materials and content under policies stated herein.**

26
27 **2. The editor of the Academy is authorized to determine eligibility for advertising space or**
28 **mailing labels and the period during which eligibility will be denied.**

29
30 **E. — Acceptance of Advertising Copy, Materials**

31
32 **1. The advertisement should clearly identify the advertiser and the product or service being**
33 **offered.**

34
35 **2. Layout, artwork, and format submitted for publication must avoid confusion with the**
36 **editorial content of the publication. The word "advertisement" may be required by the**
37 **Editor.**

38
39 **3. It is the responsibility of the manufacturer to comply with the laws and regulations**
40 **applicable to marketing and sale of products.**

41
42 **4. Advertisements will not be accepted if they appear to violate the Principles of Ethics of**
43 **the American Dental Association, are indecent or offensive in either text or artwork, or**
44 **contain attacks of a personal, racial, or religious character.**

1 ~~5. Advertising materials submitted for publication must in all ways conform to the~~
2 ~~specifications set forth in the advertising rate card in effect at the date of submission.~~
3 ~~Production work necessitated in order to produce new materials that conform to the~~
4 ~~specifications reflected on the advertising rate card shall be billed to the advertiser.~~

5
6 **F. — Rates**

7
8 ~~1. Rates for advertising in the official publications of the Academy, including display and~~
9 ~~course listing entries, and for rental of the AGD membership list shall be established by the~~
10 ~~Executive Director in cooperation with the Director of Communications and the AGD~~
11 ~~advertising representative, and adjusted as appropriate.~~

12
13 ~~2. Rates for rental of the Annual Meeting registration list to exhibitors at the Academy's~~
14 ~~Annual Meeting shall be established by the Executive Director and Director of~~
15 ~~Communications in cooperation with the Director of Meeting Planning.~~

16
17 ~~*Note: Rates for the rental of the AGD membership list to AGD constituents shall be*~~
18 ~~*established by the Executive Director in cooperation with the Director of Membership.*~~

19
20 ~~3. Rates for classified advertising in *AGD Impact* shall be established by the Executive~~
21 ~~Director in cooperation with the Director of Communications.~~

22
23 ~~4. Rates for banner link advertising on the AGD Web Site shall be established by the~~
24 ~~Executive Director in cooperation with the Director of Communications, AGD Advertising~~
25 ~~Representative, Editor, and Publications Review Council, and adjusted as appropriate.~~

26
27 **G. — Reader/Member's Rights**

28
29 ~~As a legal requirement, AGD shall notify its members, at least twice each year, of their~~
30 ~~opportunity to delete their names from list rental.~~

31
32 **H. — Advertisers' Right of Appeal**

33
34 ~~A company or individual that has been denied AGD advertising space or list rental may~~
35 ~~appeal the decision to the Executive Committee of the Academy.~~

36
37 **J. — Publishers' Disclaimer**

38
39 ~~Advertisers and their agencies assume any liability for the content of their advertisements~~
40 ~~in Academy publications, including any claims arising therefrom. The Academy reserves~~
41 ~~the right to reject any advertisement considered unsuitable according to AGD policy.~~

42
43 ~~The Academy accepts camera-ready artwork for all advertisements, but will offer to make~~
44 ~~minor changes and adjustments to existing artwork for a nominal charge as a courtesy to~~

1 ~~its advertisers. All liability for the accuracy of these changes rests entirely with the~~
2 ~~advertiser, with the Academy's liability limited to the cost of the advertisement.~~

3
4 **K. Criteria for Establishing Commercial Hyperlinks from the AGD Home Page**

5
6 ~~1. Careful consideration should be given as to whether the link conflicts with the AGD~~
7 ~~mission, vision, or policies, or with the standards of conduct generally adhered to by~~
8 ~~members of the dental profession.~~

9
10 ~~2. The hyperlink should offer content enhancement.~~

11
12 ~~3. The Academy's approval for a hyperlink request should include a request from the~~
13 ~~Academy for a reciprocal link to the AGD site.~~

14
15 ~~4. The Academy's approval for a hyperlink to a site that is not primarily dentistry-related~~
16 ~~should include a requirement that the link be a direct connection to the specific dentistry-~~
17 ~~related page on the site."~~

18
19 And be it further,

20
21 "Resolved that AGD HOD policy 2014:116C-H-6, Section F be rescinded to:

22
23 ~~2014:116C-H-6 "Resolved, that 98:17-H-7 be amended following approval of the separation~~
24 ~~of governance and the scientific session."~~

25
26 ~~"Resolved, that the process for scientific session registration list rental to exhibitors at the~~
27 ~~AGD's scientific session each year be standardized to follow existing AGD list rental~~
28 ~~approval and rate-setting procedures by amending Section F of the document *Advertising*~~
29 ~~*policies of the Academy of General Dentistry* so that it reads:~~

30
31 **F. Rates**

32
33 ~~1. Rates for advertising in the official publications of the AGD, including display and~~
34 ~~course listing entries, and for the rental of AGD membership labels shall be established by~~
35 ~~the executive director in cooperation with the director of communications and the AGD~~
36 ~~advertising representative, and adjusted as appropriate.~~

37
38 ~~2. Rates for rental of the scientific session registration list to exhibitors at the AGD's~~
39 ~~scientific session shall be established by the executive director and director of~~
40 ~~communications in cooperation with the director of meeting planning.~~

41
42 ~~Note: Rates for the rental of membership labels to AGD constituents shall be established~~
43 ~~by the executive director in cooperation with the director of membership."~~

1 **3. Rates for classified advertising in *AGD Impact* shall be established by the executive**
2 **director in cooperation with the director of communications²**

3
4 **Resolution 105 ADOPTED ON CONSENT**

5
6 **“Resolved, that HOD Policy AGD Emergency Handbook be rescinded.”**

- 7
8 2. Dr. Joseph Picone, seconded by Dr. Amit Patel, moved to substitute Resolution 102R
9 for Resolution 102.
10

11 **Resolution 102R**

12
13 **“Resolved, that the Bylaws be amended at Chapter IX, Section 1 (D) 2, so that they read:**

14
15 **2. The president, president elect, and vice president shall serve for the term of one (1)**
16 **year. The editor shall serve for a three year term, and the secretary, treasurer, and**
17 **speaker of the House of Delegates shall each serve for two year terms, with the treasurer**
18 **elected during the even-numbered years, and the secretary and the speaker of the House of**
19 **Delegates elected during the odd-numbered years, starting with the 1975 annual meeting of**
20 **the House. No officer shall hold more than one (1) AGD office at the same time. No officer**
21 **may serve as secretary or treasurer for more than two (2) terms of two (2) years each. No**
22 **officer may serve as Speaker of the House of Delegates for more than three (3) terms of two**
23 **(2) years each. ~~No officer may serve as editor for more than two (2) terms of three (3) years~~**
24 **each.”**

25 Dr. Gigi Meinecke moved and was seconded to substitute Resolution 102S for
26 Resolution 102R.
27

28 **Resolution 102S ADOPTED**

29
30 **“Resolved, that the Bylaws be amended at Chapter IX, Section 1 (D) 2, so that they read:**

31
32 **2. The president, president elect, and vice president shall serve for the term of one (1)**
33 **year. The editor shall serve for a three year term, and the secretary, treasurer, and**
34 **speaker of the House of Delegates shall each serve for two year terms, with the treasurer**
35 **elected during the even-numbered years, and the secretary and the speaker of the House of**
36 **Delegates elected during the odd-numbered years, starting with the 1975 annual meeting of**
37 **the House. No officer shall hold more than one (1) AGD office at the same time. No officer**
38 **may serve as secretary or treasurer for more than two (2) terms of two (2) years each. No**
39 **officer may serve as Speaker of the House of Delegates for more than three (3) terms of two**
40 **(2) years each. No officer may serve as editor for more than ~~two (2)~~ **three (3)** terms of three**
41 **(3) years each.”**

42
43 Discussion involved term limits and the time that the editor position requires to
44 understand how the publication’s needs.

1
2 Question was called and the motion to vote immediately passed. The motion to
3 substitute Resolution 102S for Resolution 102R passed. With no further
4 discussion Resolution 102S was adopted.

- 5
6 3. Dr. Joseph Picone, seconded by Dr. Frank Conaway, moved to adopt Resolution 103.
7 With no discussion, the motion to adopt Resolution 103 passed.
8

9 **Resolution 103 ADOPTED**

10
11 “Resolved, that HOD Policy 2015:102B-H-6, AGD 2016-2018 Strategic Plan, Goal 1,
12 Strategy 1, be amended as follows: ‘Create a Scientific Session that will annually attract at
13 least ~~25%~~ 5% of AGD members by the end of 2018;’ and be it further,

14
15 Resolved that Goal 3 be replaced in its entirety as follows: ‘~~Achieve a 25% increase in full-~~
16 ~~dues equivalent members and student members by the end of 2018~~ Increase the number of
17 full-dues-equivalent members to 27,000 and retain the existing marketshare of United States
18 members by the end of 2018,’ whereby the ‘existing marketshare’ was the marketshare as of
19 December 31, 2015, and be it further,

20
21 Resolved that Goal 3, Strategy 3, be replaced in its entirety as follows: ‘~~Achieve at least a~~
22 ~~10% increase in members’ assessments of AGD value by the end of 2018~~ Retain at least 50%
23 of 2015 new graduate members through 2018.”

- 24
25 4. Dr. Joseph Picone, seconded by Dr. Richard Knowlton, moved to adopt Resolution
26 106.
27

28 **Resolution 106 ADOPTED**

29
30 “Resolved, that AGD HOD policy 2013:314RB-H-6 be amended, so that it reads:

31
32 Resolved, that the ~~New Dentist Committee~~ Dental School Program Task Force coordinate
33 the AGD Student Member Delegate Program, and be it further,

34
35 Resolved, that the two (2) AGD Student Member Delegates and the two (2) AGD student
36 member Alternate Delegates be recommended by the ~~American Student Dental Association~~
37 leadership through the solicitation of AGD dental school chapters to the Executive
38 Committee of AGD for approval and assignment of Caucus attendance to begin by the 2018
39 HOD, and be it further,

40
41 Resolved, that the House of Delegates continues to be calculated on the basis of 200
42 members from the constituents and the addition of the two students shall not affect the
43 proportionality of constituent representation to the HOD.”
44

1 Dr. Cynthia Peticolas moved and was seconded to substitute Resolution 106S for
2 Resolution 106.
3

4 **Resolution 106S DEFEATED**

5
6 **“Resolved, that AGD HOD policy 2013:314RB-H-6 be amended, so that it reads:**

7
8 **Resolved, that the ~~New Dentist Committee~~ Dental School Program Task Force coordinate**
9 **the AGD Student Member Delegate Program, and be it further,**

10
11 **Resolved, that the two (2) AGD Student Member Delegates and the two (2) AGD student**
12 **member Alternate Delegates be recommended by the ~~American Student Dental~~**
13 **~~Association leadership~~ through the solicitation of AGD dental school chapters to the**
14 **Executive Committee of AGD for approval and assignment of Caucus attendance to begin**
15 **by the 2018 HOD, giving consideration to states that do not have dental schools for**
16 **representation, and be it further,**

17
18 **Resolved, that the House of Delegates continues to be calculated on the basis of 200**
19 **members from the constituents and the addition of the two students shall not affect the**
20 **proportionality of constituent representation to the HOD.”**

21
22 Discussion included states who do not have dental schools as well as the mechanism
23 for selecting students.
24

25 **Question was called and the motion to vote immediately passed. The motion to**
26 **substitute Resolution 106S for Resolution 106 was defeated. With no additional**
27 **discussion Resolution 106 was adopted.**

28
29 5. Dr. Joseph Picone, seconded by Dr. Aparna Sadineni, moved to adopt Resolution
30 150.
31

32 **Resolution 150**

33
34 **“Resolved, that the 2018 budget with Net Income from Operations of \$0 pre-spending and**
35 **\$0 post-spending and a capital budget of \$89,500 be approved.**

36
37 **And be it further resolved, that House Policy 2016:150-H-7 be rescinded.**

38
39 ~~2014:150-H-6~~ **“Resolved, that the 2017 budget with Net Income Operations of \$0 pre-**
40 **spending and \$0 post-spending and a capital budget of \$89,500 be approved.”**

41
42 Dr. Shari Hyder moved and was seconded, to substitute Resolution 150S1 for
43 Resolution 150.
44

1 **Resolution 150S1 DEFEATED**

2
3 **“Resolved, that the 2018 budget with Net Income from Operations of \$0 pre-spending and**
4 **\$0 post-spending and a capital budget of \$89,500 be approved and be it further,**

5
6 **Resolved, that student AGD members receive the AGD Impact and General Dentistry by**
7 **electronic means.**

8
9 **And be it further resolved, that House Policy 2016:150-H-7 be rescinded.**

10
11 ~~**2014:150-H-6 “Resolved, that the 2017 budget with Net Income Operations of \$0 pre-**~~
12 ~~**spending and \$0 post-spending and a capital budget of \$89,500 be approved.”**~~

13
14 Concern was raised that the proposed amendment would not impact the budget as
15 students already receive an electronic issue of the publications, as well as advertising
16 revenue.

17
18 **Question was called and the motion to vote immediately passed. The motion to**
19 **substitute Resolution 150S1 for Resolution 150 was defeated.**

20
21 Dr. Jeffrey Geno moved and was seconded, to substitute Resolution 150S2 for
22 Resolution 150.

23
24 **Resolution 150S2 DEFEATED**

25
26 **“Resolved, that the 2018 budget with Net Income from Operations of \$0 pre-spending and**
27 **\$0 post-spending and a capital budget of \$89,500 be approved.**

28
29 **And be it further resolved, that the 2018 budget goal be achieved without a dues increase**
30 **for student membership.**

31
32 **And be it further, resolved, that the 2018 Contingency Fund be reduced by \$49,170.**

33
34 **And be it further resolved, that House Policy 2016:150-H-7 be rescinded.**

35
36 ~~**2014:150-H-6 “Resolved, that the 2017 budget with Net Income Operations of \$0 pre-**~~
37 ~~**spending and \$0 post-spending and a capital budget of \$89,500 be approved.”**~~

38
39 Concerns were raised over the student member dues increase being a barrier to entry,
40 retention rates for students graduating from dental school and the perceived value of
41 AGD’s membership.

42
43 **A further amendment was offered by a delegate during the discussion of the**
44 **amendment on the floor as a friendly amendment. The Speaker ruled that the**
45 **amendment being suggested was out of order because it did not amend the**

1 existing amendment. The ruling of the Speaker of the House was appealed
2 regarding the delegate's offer of a friendly amendment. The HOD supported the
3 ruling of the Speaker of the House.
4

5 Additionally, discussion included the impact the dues increase will have on the
6 constituents who pay for their student's dues.
7

8 **Question was called and the motion to vote immediately passed. The motion to**
9 **substitute Resolution 150S2 for Resolution 150 was defeated.**
10

11 Dr. Larry Williams moved, to substitute Resolution 150S3 for Resolution 150. The
12 motion was ruled out of order
13

14 **Resolution 150S3**

15
16 **“Resolved, that the 2018 budget with Net Income from Operations of \$0 pre-spending and**
17 **\$0 post-spending and a capital budget of \$89,500 be approved.**

18
19 **And be it further resolved, that the 2018 budget goal be achieved without a dues increase**
20 **for student membership.**

21
22 **And be it further, resolved, that the 2018 Contingency Fund be reduced by \$49,170.**

23
24 **And be it further, resolved, that this be referred back to the Membership Council to**
25 **further evaluate student member dues and benefits**

26
27 **And be it further resolved, that House Policy 2016:150-H-7 be rescinded.**

28
29 ~~2014:150-H-6 “Resolved, that the 2017 budget with Net Income Operations of \$0 pre-~~
30 ~~spending and \$0 post-spending and a capital budget of \$89,500 be approved.”~~

31
32 Dr. Hannah Lindskog moved and was seconded, to substitute Resolution 150S4 for
33 Resolution 150.
34

35 **Resolution 150S4 ADOPTED**

36
37 **“Resolved, that the 2018 budget with Net Income from Operations of \$0 pre-spending and**
38 **\$0 post-spending and a capital budget of \$89,500 be approved.**

39
40 **And be it further resolved, that House Policy 2016:150-H-7 be rescinded.**

41
42 **And be it further, resolved, that the budget be amended to include a \$3 increase in student**
43 **dues and be it further resolved that the contingency fund be reduced by \$34,420.**
44

1 **2014:150-H-6 “Resolved, that the 2017 budget with Net Income Operations of \$0 pre-**
2 **spending and \$0 post-spending and a capital budget of \$89,500 be approved.”**

3
4 Discussion included basing the increase on the CPI, and the history of increases.

5
6 **Question was called and the motion to vote immediately passed. The motion to**
7 **substitute Resolution 150S4 for Resolution 150 passed. Question was called and**
8 **the motion to vote immediately passed. The motion to adopt Resolution 150S4**
9 **passed.**

10
11 It was noted that the dues increase will begin on January 1, 2018.

12
13 M. Dr. Maria Smith announced that the AGD had hired a new Executive Director.

14
15 N. Dr. W. Mark Donald performed the installation of officers.

16
17 O. Dr. Manuel Cordero delivered his President’s Address to the HOD.

18
19 P. Adjournment

- 20
21 1. Dr. Dawn Selfies, moved and seconded to adjourn the HOD. **The motion passed.**
22 There being no further business, the HOD adjourned sine die at 11:27 a.m. Central
23 Standard Time.
24
25



AGD Constitution & Bylaws

Amended:

November 5, 2017

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1 CONSTITUTION OF THE ACADEMY OF GENERAL
2 DENTISTRY
3
4 ARTICLE I,
5
6 Name
7
8 The name of this organization (hereinafter referred to as
9 "the AGD") shall be "The Academy of General
10 Dentistry."
11
12 ARTICLE II, Core Purpose
13
14 Core Purpose
15
16 Section 1. Advance the value and excellence of general
17 dentistry.
18
19 Section 2. To accomplish this purpose this AGD shall:
20
21 A. Grant charters to state, provincial or regional units
22 located in the United States, Canada, or territories
23 of the United States in such manner as provided in
24 the Bylaws;
25
26 B. Have the power to acquire, own, and convey real
27 and personal property;
28
29 C. Carry on research;
30
31 D. Grant certificates in recognition of achievement in
32 the science and practice of dentistry;
33
34 E. Issue publications;
35
36 F. Establish and operate courses, museums, and
37 libraries;
38
39 G. Create other incentives and provisions for
40 continuing education courses in dentistry;
41
42 H. Use all appropriate means for attainment of its
43 objectives which from time to time may seem to it
44 desirable.
45
46 ARTICLE III
47
48 Organization
49
50 Section 1. Incorporation:
51 The AGD shall be incorporated in the State of Illinois as
52 a not-for-profit organization; no part of its property or
53 earnings shall inure to the benefit of any member
54 thereof.
55
56 Section 2. Headquarters Office:
57 The registered office of this AGD shall be known as the
58 Headquarters Office and shall be located in the State of
59 Illinois, United States of America.
60
61 Section 3. Constituents:
62 A constituent AGD may be organized and chartered
63 subject to the provision in the Bylaws.
64
65 Section 4. Components:
66 A component AGD may be organized by a constituent
67 AGD in accordance with the provisions in the Bylaws.
68
69 Section 5. Regions:
70 Constituent AGDs shall be grouped into regions as
71 provided in Chapter VII of the Bylaws.
72
73 Section 6. Dissolution of Regions or Constituents:
74 A region or constituent AGD may be dissolved by the
75 House of Delegates by a resolution approved by at least

76 two-thirds (2/3) of the delegates present and voting at
77 the annual meeting,
78
79 ARTICLE IV
80
81 Membership
82
83 The active, emeritus, and retired members of this AGD
84 shall be dentists whose qualifications, classification
85 rights, obligations, and method of acceptance and
86 election shall be established in Chapter I of the Bylaws.
87
88 ARTICLE V
89
90 Government
91
92 Section 1. Legislative body:
93 The legislative and supreme governing body of this
94 AGD shall be the House of Delegates as provided in
95 Chapter VIII of the Bylaws.
96
97 Section 2. Administrative body:
98 The administrative body of this AGD shall be the Board
99 as provided in Chapter XII of the Bylaws.
100
101 ARTICLE VI
102
103 Officers
104
105 Section 1. Elective officers:
106 The elective officers of this AGD shall be a president, a
107 president-elect, a vice president, a secretary, a
108 treasurer, a speaker of the House of Delegates, and an
109 editor. The powers, duties, terms of office, and method
110 of election shall be as set forth in the Bylaws.
111
112 Section 2. Appointive officers:
113 The appointive officer of the AGD shall be an executive
114 director who shall be appointed by the Board as
115 provided in Chapter XI of the Bylaws.
116
117 ARTICLE VII
118
119 Meetings
120
121 Section 1. The annual meeting of this AGD shall be
122 composed of the annual session of the House of
123 Delegates as provided in Chapter VIII, Section 4 of the
124 Bylaws, and the election of officers as provided in
125 Chapter IX, Section 1 of the Bylaws. Other meetings
126 may be held at a time and place as shall be approved by
127 two-thirds (2/3) vote of the Board. Notice of such
128 meetings shall be published at least sixty (60) days
129 before the date fixed.
130
131 Section 2. A scientific session and convocation
132 ceremony shall be held annually.
133
134 ARTICLE VIII
135
136 Journal
137
138 The AGD shall publish a journal and a newsletter.
139
140 ARTICLE IX
141
142 Principles of Ethics
143
144 The Principles of Ethics of the AGD shall be the
145 Principles of Ethics of the American Dental Association.
146
147 ARTICLE X
148
149 Revisions and Amendments of the Constitution
150
151 Section 1. The Constitution may be amended by an

151 affirmative vote of at least two-thirds (2/3) of the
152 delegates present and voting at the annual meeting of
153 the AGD, provided that a copy of the proposed
154 amendment shall be sent to the members of the AGD at
155 least thirty (30) days before the meeting at which such
156 action is proposed to be taken.

157
158 **Section 2.** Amendments of this Constitution shall be
159 proposed only by the Board, the Constitution and
160 Bylaws and Judicial Procedures Council, any
161 constituent or component AGD, or any twenty-five (25)
162 active or emeriti members, provided submission is
163 made to the secretary at least sixty (60) days, but no
164 more than one hundred and twenty (120) days prior to
165 the annual meeting of the House of Delegates.

166
167 **Section 3.** The secretary shall be responsible for the
168 notification of all members of the AGD of proposed
169 amendments at least thirty (30) days prior to the annual
170 meeting of the House of Delegates.

171 BYLAWS OF THE ACADEMY OF GENERAL DENTISTRY

172 CHAPTER I,

173 Membership

174 **Section 1. Classification of Membership:**
175 The members of this AGD shall be classified as follows:

- 176 A. Active General Dentist Members
- 177 B. Emeritus Members
- 178 C. Honorary Members
- 179 D. Associate Members
- 180 E. Student Members
- 181 F. Retired Members
- 182 G. Affiliates
- 183 H. International Members

184 A. Active General Dentist Members

- 185 1. The active general dentist members of this
186 AGD shall be general dentists in good
187 standing with dues and assessments having
188 been paid.
- 189 2. All applications for membership shall meet the
190 guidelines established by the AGD and those
191 applicants who meet the following eligibility
192 requirements shall be approved for active
193 general dentist membership by AGD staff.
- 194 3. Eligibility: In order to be eligible for active
195 general dentist membership, a dentist must
196 meet the following qualifications:
 - 197 a. Shall have graduated from a school of
198 dentistry accredited by the Commission
199 on Dental Accreditation (CODA) or the
200 Commission on Dental Accreditation of
201 Canada (CDAC), or have successfully
202 completed a CODA or CDAC-accredited
203 general practice residency (GPR) or
204 advanced education in general dentistry
205 (AEGD) program, or hold a license to
206 practice dentistry in any state or territory
207 in the United States or province or
208 territory of Canada. Dentists who are in a
209 country outside the United States or
210 Canada are eligible for active general
211 dentist membership if they meet one or
212 more of the above-referenced educational
213 requirements and hold a license to
214 practice dentistry in that country;
 - 215 b. Shall be a general dentist (the term

227 general dentist shall be defined to mean
228 those who have not limited themselves to
229 a recognized specialty of dentistry); and

- 230 c. Shall be of high moral and professional
231 character and agree to abide by the
232 Principles of Ethics of the American
233 Dental Association.

234 4. To maintain active general dentist 235 membership, a member shall:

- 236 a. Accumulate a minimum of seventy-five
237 (75) hours of continuing education credit
238 every three (3) years.
- 239 b. Abide by the Principles of Ethics of the
240 American Dental Association; and
- 241 c. Not have license revoked or under
242 suspension in any jurisdiction.

243 5. There shall be issued to each active general 244 dentist member a certificate of membership in 245 such form as determined by the AGD. Upon 246 resignation or termination of membership, an 247 individual shall forfeit the rights associated 248 with an active general dentist membership:

- 249 6. An active general dentist member shall be
250 entitled to vote, and shall be eligible to run for
251 office in the AGD, to serve in the House of
252 Delegates, and to serve on councils and
253 committees.

254 B. Emeritus Members

- 255 1. Effective beginning with the 2014 dues year,
256 an active general dentist member, associate,
257 or retired member in good standing with dues
258 and assessments having been paid, who has
259 been a continuous member for thirty-five (35)
260 consecutive years or forty (40) non-
261 consecutive years, may, upon attaining the
262 age of sixty-five (65), be classified as a
263 member emeritus, upon application to the
264 Membership Council, verified with AGD's
265 records, followed by subsequent notification
266 of the constituent AGD. Special
267 circumstances will be considered by the
268 Membership Council.

- 269 2. An emeritus member may voluntarily
270 relinquish a license to practice dentistry upon
271 becoming fully retired from dental practice,
272 but at such time, in order to maintain emeritus
273 status, the member must not have a license
274 which is currently revoked or under
275 suspension in any jurisdiction.

- 276 3. A member emeritus shall be entitled to all of
277 the rights and privileges of an active general
278 dentist member.

- 279 4. There shall be issued to each emeritus
280 member a certificate of membership in such
281 form as determined by the AGD. Upon
282 resignation or termination of membership, an
283 individual shall forfeit the rights and privileges
284 associated with emeritus membership.

285 C. Honorary Members

- 286 1. Persons of distinction who have rendered
287 outstanding service to the dental profession,
288 may be elected by the AGD to honorary

303 membership by a majority vote of the Board. 379

304 380

305 2. An honorary member shall be entitled to all 381

306 the rights and privileges of an active general 382

307 dentist member except the right to vote, hold 383

308 office in the AGD, or serve on the House of 384

309 Delegates. Honorary members may serve and 385

310 vote on councils and committees at all levels 386

311 of the organization. 387

312 388

313 3. There shall be issued to each honorary 389

314 member a certificate of membership in such 390

315 form as determined by the AGD. Upon 391

316 resignation or termination of membership, an 392

317 individual shall forfeit the rights and privileges 393

318 associated with honorary membership. 394

319 395

320 4. In the event that an active general dentist 396

321 member is nominated for honorary 397

322 membership, the active general dentist 398

323 membership rights and privileges will be 399

324 adhered to. 400

325 401

326 **D. Associate Members** 402

327 403

328 1. The associate members of this AGD shall be 404

329 dentists practicing as specialists rather than 405

330 general dentists in good standing with dues 406

331 and assessments having been paid. 407

332 408

333 2. All applications for membership shall meet the 409

334 guidelines established by the AGD and those 410

335 applicants who meet the following eligibility 411

336 requirements shall be approved for associate 412

337 membership by AGD staff. 413

338 414

339 3. In order to be eligible for associate 415

340 membership, a dentist must meet the 416

341 following qualifications: 417

342 418

343 a. Shall have graduated from a school of 419

344 dentistry accredited by the Commission 420

345 on Dental Accreditation (CODA) or the 421

346 Commission on Dental Accreditation of 422

347 Canada (CDAC), or have successfully 423

348 completed a CODA or CDAC-accredited 424

349 specialty residency program, or hold a 425

350 license to practice dentistry in any state 426

351 or territory in the United States or 427

352 province or territory of Canada. Dentists 428

353 in a country outside the United States or 429

354 Canada are eligible for associate 430

355 membership if they meet the above- 431

356 referenced educational requirement and 432

357 hold a license to practice dentistry in that 433

358 country; 434

359 435

360 b. Shall be of high moral and professional 436

361 character and agree to abide by the 437

362 Principles of Ethics of the American 438

363 Dental Association. 439

364 440

365 4. To maintain associate membership, a member 441

366 shall: 442

367 443

368 a. Accumulate a minimum of seventy-five 444

369 (75) hours of continuing education credit 445

370 every three (3) years. 446

371 447

372 b. Abide by the Principles of Ethics of the 448

373 American Dental Association and; 449

374 450

375 c. Not have a license revoked or under 451

376 suspension in any jurisdiction. 452

377 453

378 5. Associate members shall be entitled to all of 454

the rights and privileges of an active general 379

dentist member, except the right to vote or 380

hold office in the AGD or its constituents. 381

Associate members may serve and vote on 382

councils and committees at all levels of the 383

organization. 384

385

6. There shall be issued to each associate 386

member a certificate of membership in such 387

form as determined by the AGD. Upon 388

resignation or termination of membership, an 389

individual shall forfeit the rights and privileges 390

associated with associate membership. 391

E. Student Members 392

393

394

395

1. The student members of this AGD shall be 396

pre-doctoral students of a dental school 397

accredited by the Commission on Dental 398

Accreditation (CODA) in the United States the 399

Commission on Dental Accreditation of 400

Canada (CDAC), or students residing outside 401

the US, Canada, or their territories and/or 402

provinces and attending dental school that 403

provides a dental degree recognized by the 404

country of origin. 405

2. All applications for membership shall meet the 406

guidelines established by the AGD and those 407

applicants who meet the eligibility 408

requirements shall be approved for student 409

membership by AGD staff. 410

411

3. There shall be issued to each student member 412

a certificate of membership in such form as 413

determined by the AGD. Upon resignation or 414

termination of membership, an individual shall 415

forfeit the rights and privileges associated 416

with resident/student membership. 417

418

4. Student members shall be eligible to serve on 419

a council or committee. 420

F. Retired Members 421

422

423

424

425

1. An active general dentist member in good 426

standing who has been an active general 427

dentist member for ten (10) years or more, and 428

is now a retired member of his or her 429

constituent AGD, if such exists, and no longer 430

earning income from the performance of 431

service as a member of the faculty of a dental 432

school, as a dental administrator or 433

consultant, or as a practitioner of any activity 434

for which a license to practice dentistry or 435

dental hygiene is required by the state, the 436

District of Columbia, the Commonwealth of 437

Puerto Rico, a dependency of the United 438

States, or Canada, may be classified as a 439

retired member, upon application to the 440

executive director and upon proof of 441

qualification. 442

2. To apply for retired membership status, the 443

active general dentist member shall submit an 444

affidavit attesting to his or her retirement to 445

the AGD's executive director. AGD 446

Headquarters will send notification to the AGD 447

constituent of the application and the 448

constituent will have 30 days to provide input 449

prior to AGD Headquarters' decision. 450

3. A retired member shall be entitled to vote, 451

hold office in the AGD, serve in the House of 452

Delegates, or serve on a council or committee. 453

454

- 455 4. There shall be issued to each retired member
456 a certificate of membership in such form as
457 determined by the AGD. Upon resignation or
458 termination of membership, an individual shall
459 forfeit the rights and privileges associated
460 with retired membership.
461
462 5. AGD Members are allowed to elect to stay in
463 the same constituent they were in at the time
464 of their retirement, as long as they meet the
465 requirements of the retired membership
466 category.
467
468 G. Affiliates
469
470 1. The affiliate members of this AGD shall be
471 individuals who are not eligible for
472 membership in the AGD in any other category,
473 but who are interested in the aims and
474 objectives of the AGD, and who are in good
475 standing with dues and assessments having
476 been paid.
477
478 2. All applications for membership shall meet the
479 guidelines established by the AGD and those
480 applicants who meet the eligibility
481 requirements shall be approved for affiliate
482 membership by AGD staff.
483
484 3. There shall be issued to each affiliate member
485 a certificate of membership in such form as
486 determined by the AGD. Upon resignation or
487 termination of membership, an individual shall
488 forfeit the rights and privileges associated
489 with affiliate membership.
490
491 4. Affiliate members shall be entitled to all of the
492 rights and privileges of an active general
493 dentist member, except the right to vote or
494 hold office in the AGD or its constituents.
495 Affiliate members may only serve as advisors
496 on councils and committees at all levels of the
497 organization.
498
499 H. International Members
500
501 1. The international members of this AGD shall
502 be dentists practicing as general dentists or
503 specialists in good standing with dues and
504 assessments having been paid.
505
506 2. All applications for membership shall meet the
507 guidelines established by the AGD and those
508 applicants who meet the following eligibility
509 requirements shall be approved for
510 international membership by AGD staff.
511
512 3. In order to be eligible for international
513 membership, a dentist must meet the
514 following qualifications:
515
516 a. Shall reside and practice dentistry
517 outside the US and Canada, their
518 territories and/or provinces.
519
520 b. Shall have completed the educational
521 requirements needed to obtain a license
522 to practice dentistry in his or her country
523 of residence.
524
525 c. Shall hold a valid license to practice
526 dentistry in his or her country of
527 residence.
528
529 4. To maintain international membership, a
530 member shall:
- 531
532 a. Accumulate a minimum of seventy-five
533 (75) hours of continuing education credit
534 every three (3) years.
535
536 b. Abide by the Principles of Ethics of the
537 AGD
538
539 c. Not have a license revoked or under
540 suspension in any jurisdiction.
- 541
542 5. International members shall be entitled to all
543 of the rights and privileges of an active
544 general dentist member, except the right to
545 vote or hold office in the AGD or its
546 constituents. International members may
547 serve and vote on councils and committees at
548 all levels of the organization.
549
550 6. There shall be issued to each international
551 member a certificate of membership in such
552 form as determined by the AGD. Upon
553 resignation or termination of membership, an
554 individual shall forfeit the rights and privileges
555 associated with international membership.
- 556
557 Section 2. Removal from One Jurisdiction to Another
558
559 A. A member who has changed the location of his or
560 her practice from the jurisdiction of one
561 constituent AGD to that of another constituent
562 AGD may maintain active membership in the
563 constituent AGD of which he or she is a member
564 for one (1) full calendar year following that of his or
565 her removal from the jurisdiction of such AGD.
566
567 B. A dentist who retires from active practice and
568 establishes residence in an area outside the
569 jurisdiction of the constituent in which he or she
570 holds membership shall be permitted to continue
571 his or her membership in such constituent for the
572 period of his or her retirement.
- 573
574 CHAPTER II,
575 Fellows/Masters
576
577 Section 1. Fellows
578
579 A. Dentists who are active general dentist members,
580 emeritus, retired, associate, or international
581 members shall be eligible to receive the Fellowship
582 award upon completion of the following
583 requirements:
584
585 1. The candidate must have completed a
586 minimum of five hundred (500) hours of
587 recognized continuing education credit
588 acceptable to the Dental Education Council.
589
590 2. The candidate must have taken and received a
591 passing score on the FAGD Examination.
592
593 3. The candidate must have been an active
594 general dentist member, emeritus, retired,
595 associate, or international member of the AGD
596 in good standing for at standing for at least
597 three (3) continuous years (36 months) by
598 December 31 of the year in which the
599 application is received, to begin no earlier
600 than the month of dental school graduation.
601
602 4. The candidate must submit an application for
603 the award acceptable to the Dental Education
604 Council and during a time period specified by
605 the Dental Education Council.
606
607 B. The candidate, whose application for Fellowship

607 has been approved, and fees (established by the
608 Board) paid and forwarded to the Headquarters
609 Office, must be present at convocation to receive
610 the Fellowship, unless an exception is granted by
611 the chairperson of the Dental Education Council.
612 Such exceptions must be in keeping with policy
613 adopted by the Board.
614
615 C. The deadline for submission of the applications
616 will be announced each year in an AGD
617 publication. Each applicant will be notified of the
618 action taken at least sixty (60) days prior to the
619 convocation.
620
621 **Section 2. Masters**
622
623 A. Dentists who are active general dentist members,
624 emeritus, retired, associate, or international
625 members shall be eligible to receive the Mastership
626 award upon satisfying the following minimum
627 requirements:
628
629 1. The candidate must have received the AGD
630 Fellowship award at a previous meeting.
631
632 2. The candidate must have completed a
633 minimum of six hundred (600) hours of
634 recognized continuing education credit since
635 the date specified as the candidate's official
636 FAGD application date, as determined by the
637 Dental Education Council. These six hundred
638 (600) credits must meet the criteria for
639 acceptance by the Dental Education Council.
640
641 3. The candidate must submit an application for
642 the award acceptable to the Dental Education
643 Council and during a time period specified by
644 the Dental Education Council.
645
646 B. The candidate, whose application for Mastership
647 has been approved, and fees (established by the
648 Board) paid and forwarded to the Headquarters
649 Office, must be present at convocation to receive
650 the Mastership, unless an exception is granted by
651 the chairperson of the Dental Education Council.
652 Such exceptions must be in keeping with policy
653 adopted by the Board.
654
655 **Section 3. Rights and Privileges**
656
657 A. While they remain members of the AGD, Fellows
658 and Masters shall have the right to list their awards
659 on professional announcements, in advertisements
660 or other promotional materials, and in curriculum
661 vitae, resumes and other such documents.
662
663 Upon resignation or termination of their AGD
664 membership, except as noted below, Fellows and
665 Masters forfeit all rights associated with their
666 award, including the right to list their awards on
667 professional announcements, in advertisements,
668 or in other promotional materials. They shall
669 continue to have the right to list the attainment of
670 their awards in curriculum vitae, resumes and
671 other such historical documents.
672
673 **CHAPTER III,**
674 **Dues, Assessments, and Processing Fees**
675
676 **Section 1. Membership Dues:**
677 Membership dues shall be payable on the first day of
678 January of each year.
679
680 A. Active members:
681 Dues for active members, including Fellows and

683 Masters, shall be determined by a majority vote in
684 the House of Delegates, in accordance with these
685 Bylaws.
686
687 B. Emeritus members:
688 An emeritus member shall be exempt from the
689 payment of dues, except that he or she must pay a
690 fee established by the Board if he or she wishes to
691 subscribe to the publications of the AGD.
692
693 C. Honorary members and Honorary Fellows:
694 Honorary members and Honorary Fellows shall be
695 exempt from the payment of dues.
696
697 D. Associate members:
698 Dues for associate members shall be determined
699 by the House of Delegates.
700
701 E. Student members:
702 Dues for student members shall be determined by
703 the House of Delegates.
704
705 F. Retired members:
706 Dues for retired members shall be determined by
707 the House of Delegates.
708
709 G. International members:
710 Dues for international members shall be
711 determined by the House of Delegates.
712
713 **Section 2. Active Members Elected After July 1:**
714 The dues for members enrolled between July 1 and
715 September 30 shall be fifty (50) percent of the regular
716 national dues.
717
718 **Section 3. Active Members Elected After October 1**
719 of any year shall be applied to the next calendar year.
720 The individual's date of membership shall be based on
721 the date of receipt of the application.
722
723 **Section 4. Affiliates:**
724 Dues for affiliates shall be established at one half of
725 active member dues.
726
727 **Section 5. Loss of Membership and Reinstatement**
728
729 A. For non-payment of dues:
730
731 1. A member whose current dues have not been
732 paid by March 31 of the current year shall
733 cease to be a member of the AGD;
734
735 2. The individual may secure reinstatement by
736 paying the amount due prior to the end of the
737 calendar year. If, by December 31 of any given
738 year, the amount due remains unpaid, the
739 individual may secure reinstatement as an
740 active or associate member, or as a Fellow or
741 Master for that given year by fully paying his
742 or her dues. Once such a member is
743 reinstated, he or she may reclaim credit for
744 any continuing education credits he or she
745 obtained while an active member of the AGD.
746
747 B. For failure to fulfill the AGD's continuing education
748 requirements:
749
750 1. An active, associate, or international member
751 who fails to meet the AGD's continuing
752 education requirements shall lose his or her
753 membership unless an appeal has been
754 granted by the Membership Council in
755 accordance with the Board policy;
756
757 2. The implementation of the AGD's continuing
758 education requirements shall be in
759 accordance with policy established by the

759 House of Delegates;
760
761 3. Exemptions to this policy shall be in
762 accordance with policy established by the
763 Board upon the recommendation of the
764 Membership Council.
765
766 C. As a result of judicial procedure:
767
768 1. A constituent AGD may cause an individual to
769 lose his or her membership either temporarily
770 or permanently as provided in Chapter XIV,
771 Section 1.A. The AGD's Constitution and
772 Bylaws and Judicial Procedures Council may
773 cause an individual who is not affiliated with a
774 constituent AGD to lose his or her
775 membership as provided in Chapter XIV,
776 Section 2;
777
778 2. A member under suspension is automatically
779 reinstated at the end of the suspension period
780 as specified by the constituent AGD and/or the
781 Constitution and Bylaws and Judicial
782 Procedures Council;
783
784 3. A member who is expelled from the
785 organization may not be reinstated until such
786 time as the expulsion is lifted by either the
787 involved constituent AGD or an appeal to the
788 Constitution and Bylaws and Judicial
789 Procedures Council.
790
791 D. Upon resignation or termination, an individual
792 forfeits all rights associated with his/her AGD
793 membership, including any professional
794 announcements, advertising, or promotion of
795 Fellowship or Mastership to the public, excepting
796 listing the attainment of that award on a curriculum
797 vitae, resume, or other such historical documents.
798
799 CHAPTER IV
800
801 Special Considerations
802
803 Section 1. Special Considerations
804 A. Recent Graduates:
805 The House of Delegates shall determine a special
806 rate or series of rates for those who have recently
807 completed their formal dental school training and
808 grant such special rate(s) for the number of years
809 determined by the House of Delegates following
810 graduation.
811
812 B. Total Disability:
813 A member of the AGD who is totally disabled and
814 who is unable to engage in the duties of the dental
815 profession and who is a member in good standing
816 at the time total disability was incurred shall be
817 exempt from the payment of dues, except that he
818 or she must pay a fee established by the Board if
819 he or she wishes to subscribe to the print
820 publications of the AGD, and shall be in good
821 standing during the period of total disability.
822
823 1. A totally disabled member may apply for dues
824 waiver by:
825
826 a. Submitting to the AGD Headquarters a
827 signed physician's statement, attesting
828 total disability; and
829
830 b. A dues waiver application through the
831 Membership Council attesting to his or
832 her total disability.
833
834 2. During the period of exemption from dues,

835 further verification of disability may be
836 requested by this AGD.
837
838 C. Leave of Absence
839
840 1. A member in good standing who has
841 temporarily left the practice of dentistry for
842 reasons including, but not limited to family
843 leave, family tragedy, or personal health
844 problems, for at least six (6) months may be
845 granted a leave of absence subject to approval
846 by the Membership Council.
847
848 2. Dues will be the same as that established by
849 the House of Delegates for retired members
850 and will pertain to the new calendar year, with
851 dues to resume at the appropriate rate for the
852 following year unless the leave of absence is
853 extended at the request of the member and by
854 approval of the Membership Council.
855
856 3. Leave of absence status is limited to three (3)
857 consecutive years.
858
859 4. Members who have lapsed membership in the
860 AGD may not take advantage of this provision
861 unless their dues have been fully paid for the
862 year in which the need for a leave started.
863
864 5. Consideration for granting leave of absence
865 will not be granted to any member whose
866 license is currently revoked or suspended.
867
868 CHAPTER V
869
870 Constituent AGD's
871
872 Section 1. Organization:
873 A constituent AGD may be organized and chartered, as
874 a separate legal entity, subject to the approval of the
875 House of Delegates, providing that the petition for
876 constituent status be received by the executive director
877 at least thirty (30) days prior to the annual meeting, and
878 that one (1) of the two (2) petition requirements is
879 fulfilled.
880
881 A. Upon petition of thirty-five (35) active members of
882 the AGD located within the geographical
883 boundaries of a particular state, any province or
884 group of provinces in Canada designated by these
885 Bylaws for constituent status, any territorial
886 jurisdiction of the United States, or any branch of
887 the federal dental services.
888
889 B. Upon a petition signed by a number of active
890 members representing ten (10) percent of the
891 eligible dentists (as determined in accordance with
892 the provisions of Chapter 1, Section 1.A.5. and
893 Section 5 of Chapter V of these Bylaws) within the
894 jurisdiction of a particular state, any province or
895 group of provinces in Canada designated in these
896 Bylaws for constituent status, any territorial
897 jurisdiction of the United States, or branch of the
898 Federal Services. Under no circumstance may a
899 constituent be formed with fewer than twenty-five
900 (25) active members.
901
902 Section 2. Name:
903 A constituent AGD shall take its name from the state,
904 province or group of provinces, territory, or federal
905 dental service within which it is chartered and shall be
906 designated as the (name of the state, etc.) Academy of
907 General Dentistry.
908
909 Section 3. Constitution and Bylaws:
910 Each constituent AGD shall adopt and maintain a

911 Constitution and Bylaws which shall not be in conflict
912 with, nor limit, the Constitution and Bylaws of this AGD,
913 and shall maintain a current copy on file with the
914 executive director of this AGD.
915
916 **Section 4. Procedures for Determining Constituent**
917 **Membership:**
918 The membership of a constituent AGD shall be
919 determined as of October 1 of each year. If a
920 constituent has fewer than twenty-five (25) active,
921 emeriti, and/or retired members as of the time the
922 delegate count is made on October 1, the constituent
923 shall be advised in writing that it will not be entitled to a
924 delegate if it has its charter revoked. If the membership
925 of the constituent is less than twenty-five (25) for two
926 (2) consecutive years, the constituent shall then fall into
927 inactive status for that year and not be entitled to have
928 a delegate in the next House of Delegates. If a
929 constituent achieves twenty-five (25) active, emeriti,
930 and/or retired members as of the next October 1, it shall
931 be reinstated as an active constituent with the right to
932 be represented in the next House.
933
934 **Section 5. Membership Requirements: All general**
935 **dentist, associate, and retired members of the AGD**
936 **must hold current membership in both the AGD and the**
937 **appropriate constituent AGD.**
938
939 **CHAPTER VI**
940
941 **Component AGD's**
942
943 **Section 1. Name:**
944 A component AGD shall take its name, as designated by
945 the constituent AGD, from the section of the state,
946 province, or geographical area from which it draws its
947 members.
948
949 **Section 2. Organization:**
950 A component AGD may be organized, as a separate
951 legal entity, upon petition of twenty (20) percent or
952 twenty-five (25) active members within the recognized
953 geographical boundaries of a constituent AGD subject
954 to the approval of the constituent provided such
955 component shall not interfere with the geographical
956 boundaries previously established by the constituent
957 for another component.
958
959 **Section 3. Constitution and Bylaws:**
960 Each component AGD shall adopt and maintain a
961 Constitution and Bylaws which shall not be in conflict
962 with, nor limit, the Constitution and Bylaws of the AGD,
963 and shall maintain a current copy on file with both the
964 constituent AGD and the AGD executive director.
965
966 **Section 4. Membership Requirements:**
967 All general dentist members of the component must
968 also hold membership in both the AGD and the
969 appropriate constituent AGD. If a component allows
970 non-AGD members to participate, those participants are
971 to pay fees directly to the component but are not
972 eligible to hold office or receive AGD benefits.
973
974 **Section 5. Student/Dental School AGD's**
975 **1. Name:**
976 A student or dental school AGD shall take its
977 name, as designated by the constituent AGD,
978 from the dental school from which it draws its
979 members.
980
981 **2. Organization:**
982 A student or dental school AGD may be
983 organized, as a separate legal entity, upon
984 petition of twenty (20) percent or twenty-five
985 (25) student members within the dental school
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3. **Constitution and Bylaws:**
Each student or dental school AGD shall
adopt and maintain a Constitution and Bylaws
which shall not be in conflict with, nor limit,
the Constitution and Bylaws of the AGD, and
shall maintain a current copy on file with both
the constituent AGD and the AGD executive
director. Furthermore, each student or dental
school AGD shall sign and adhere to a
constituent affiliation agreement with AGD or
of the constituent of which it was located.

4. **Membership Requirements:**
All student members of the student or dental
school AGD must also hold membership in
both the AGD and the appropriate constituent
AGD.

CHAPTER VII

Regions

Section 1. Organization:
The constituent AGD's shall be organized into nineteen
(19) regions.

Section 2. Purpose:
The purpose of establishing regions shall be to provide
for representation of the members of the constituent
AGD's on the Board.

Section 3. Name:
The region(s) that comprise the Canadian provinces
and territories, detailed herein, may collectively use the
name "Canadian AGD" as an identifying affiliation of the
AGD.

Section 4. Composition:
The regions shall be numbered and composed as
follows:

Region Constituents:

- 1) Connecticut, Maine, Massachusetts, New
Hampshire, Rhode Island, Vermont
- 2) New York
- 3) Pennsylvania
- 4) New Jersey
- 5) Maryland, District of Columbia, Delaware,
Virginia
- 6) Kentucky, Missouri, Tennessee, and West
Virginia
- 7) Indiana and Ohio
- 8) Illinois
- 9) Michigan and Wisconsin
- 10) Iowa, Minnesota, Nebraska, North Dakota, and
South Dakota
- 11) Alaska, Idaho, Montana, Oregon, and
Washington
- 12) Mississippi, Kansas, Louisiana, Arkansas, and
Oklahoma
- 13) California
- 14) Arizona, Colorado, Hawaii, Nevada, New

1063 Mexico, Utah, and Wyoming
1064
1065 15-16) Eastern Canada: Quebec, and the Atlantic
1066 Provinces. The Atlantic Provinces shall
1067 consist of members in the provinces of Nova
1068 Scotia, Prince Edward Island, New Brunswick,
1069 Labrador, and Newfoundland
1070
1071 Central Canada: Ontario
1072
1073 Western Canada: Manitoba, Saskatchewan,
1074 Alberta, British Columbia, Yukon, Nunavit and
1075 Northwest Territories
1076
1077 17) Federal Services: U.S. Air Force Dental Corps,
1078 U.S. Army Dental Corps, U.S. Navy Dental
1079 Corps, Public Health Service, and Veterans
1080 Administration. Members of the Canadian
1081 Forces dental services are eligible to join the
1082 U.S. branch constituent of their choice as
1083 regular members."
1084
1085 18) Texas
1086
1087 19) Alabama, Georgia, North Carolina, South
1088 Carolina
1089
1090 20) Florida, and Puerto Rico
1091
1092 Section 5. Rules of Procedure:
1093 Each region shall be responsible for developing rules of
1094 procedure in order to accomplish the following three (3)
1095 purposes:
1096
1097 A. To encourage an interchange of ideas within the
1098 region on the reports and resolutions to be
1099 considered by the AGD's House of Delegates;
1100
1101 B. To develop positions on vital issues of concern to
1102 general dentists within the region;
1103
1104 C. To conduct the necessary business of the region,
1105 including selection of a AGD trustee, and such
1106 other officers as the region may deem appropriate.
1107
1108 Section 6. Regional caucuses:
1109 Each region shall schedule at least one (1) meeting of
1110 its delegates during the annual meeting for the purpose
1111 of discussing the business to be considered by the
1112 House of Delegates and such other matters as it may
1113 deem necessary.
1114
1115 CHAPTER VIII
1116
1117 House of Delegates
1118
1119 Section 1. Composition:
1120 The House of Delegates shall consist of two hundred
1121 (200) delegates, based on the number of active, retired,
1122 and emeriti members within each constituent AGD
1123 along with two (2) AGD Student Members at the time of
1124 the HOD. Each constituent AGD, shall be entitled to
1125 send at least one (1) voting delegate to the annual
1126 meeting of the House of Delegates. Those constituents
1127 which organize after an annual meeting will be
1128 authorized to seat delegates in proportion to their
1129 number of active, retired, and emeriti members
1130 provided that such constituent AGD's shall be approved
1131 by the House of Delegates as its first item of business.
1132
1133 The two (2) AGD Student Members at the time of the
1134 HOD shall serve in that year's House of Delegates, with
1135 all rights and privileges of any other Delegate, and it
1136 shall also submit the names of two (2) AGD Student
1137 Members at the time of the HOD who shall serve in that
1138 year's House of Delegates as Alternates, with all rights

1139 and privileges of any other Alternate Delegate.
1140
1141 Constituents organized after October 1 may receive
1142 approval by the House of Delegates but may not have
1143 delegates to the House of Delegates. The system of
1144 least proportionate error as adopted by the AGD's
1145 Board in 1974 shall be used to calculate the number of
1146 delegates allocated annually to each constituent AGD.
1147 For the purpose of the delegate count, all members
1148 shall be considered as belonging to the constituent
1149 through which their dues for that year were paid
1150 regardless of any subsequent relocation into the
1151 jurisdiction of another constituent.
1152
1153 Section 2. Certification of Delegates:
1154 Each constituent may select from among its active,
1155 emeriti, and retired members in good standing the same
1156 number of alternate delegates as delegates and shall
1157 designate the alternate delegate who shall replace an
1158 absent delegate. The number of delegates for each
1159 constituent shall be determined by the number of
1160 active, emeriti, and retired paid-up members in good
1161 standing as of October 1 of the calendar year prior to
1162 the date of the annual meeting. Individuals serving on
1163 the AGD Board may not serve as delegates but may
1164 serve as alternates with the right to be elevated to
1165 delegate status only if there are no other individuals
1166 from the constituent available and subject to the
1167 approval of the Credentials and Elections Committee
1168 during the annual meeting.
1169
1170 Section 3. Powers:
1171 The House of Delegates shall have the following
1172 powers:
1173
1174 A. Be the legislative body of the AGD;
1175
1176 B. Amend the Constitution and Bylaws of the AGD as
1177 prescribed in Article X of the Constitution and
1178 Chapter XIX of the Bylaws;
1179
1180 C. Determine the policies which shall govern the AGD
1181 in all its activities except those which are
1182 specifically delegated in these Bylaws to the Board
1183 or other agencies of the AGD;
1184
1185 D. Elect the officers;
1186
1187 E. Have the power to remove from office any elected
1188 officer upon the recommendation of the Board. A
1189 majority vote of the Board present and voting and a
1190 two-thirds (2/3) vote of the delegates of the House
1191 present and voting is necessary to remove an
1192 officer;
1193
1194 F. Have the power to establish the dues and any
1195 special assessments, processing, or initiation fees
1196 or both for members of this AGD, provided that the
1197 members shall have been notified of the proposed
1198 dues adjustment at least thirty (30) days but not
1199 more than one hundred eighty (180) days prior to
1200 the annual meeting of the House of Delegates.
1201
1202 Section 4. Sessions:
1203 The House of Delegates shall meet annually. In cases
1204 of extreme emergency, which shall be decided by
1205 two-thirds (2/3) vote of the Board, the annual meeting of
1206 the House of Delegates may be rescheduled to a
1207 definite time, provided that written notice of such
1208 postponement is sent to all members of the AGD
1209 immediately following the action.
1210
1211 Section 5. Official Call:
1212 The secretary of the AGD shall ensure that an official
1213 publication of the AGD shall publish an official notice of
1214 the time and place of each annual meeting. The

1215 secretary shall send to each member of the House of
1216 Delegates an official notice of the time and place of the
1217 annual meeting at least sixty (60) days before the
1218 opening of such session.
1219
1220 **Section 6. Quorum:**
1221 A simple majority of the duly elected and certified
1222 delegates or their alternates, representing a simple
1223 majority of the regions, to the House shall be present to
1224 constitute a quorum for the transaction of business.
1225
1226 **Section 7. Officers of the House of Delegates**
1227
1228 **A. Speaker of the House of Delegates:**
1229 In the absence of the speaker, the president shall
1230 serve as speaker of the House of Delegates;
1231
1232 **B. Secretary:**
1233 The secretary of the AGD shall be secretary of the
1234 House of Delegates. In the absence of the
1235 secretary, the president shall appoint a secretary
1236 pro tem of the House of Delegates.
1237
1238 **Section 8. Rules of Order**
1239
1240 **A. Code of Parliamentary Procedure:**
1241 The rules contained in the current edition of the
1242 *American Institute of Parliamentarians Standard*
1243 *Code of Parliamentary Procedure* shall govern the
1244 deliberations of the AGD in all cases in which they
1245 do not conflict with standing rules or with the
1246 Constitution and Bylaws.
1247
1248 **B. Rules of Procedure:**
1249 The House of Delegates shall adopt rules of
1250 procedure concerning the conduct of all House
1251 sessions, specifying the methods by which new
1252 business may be introduced (except as provided in
1253 these Bylaws), the manner in which testimony will
1254 be permitted in reference committee hearings, and
1255 who may have the privilege of the floor during
1256 deliberations of the House. These rules of
1257 procedure may be changed only by a simple
1258 majority vote of the House. Resolutions
1259 concerning changes in these rules of procedure
1260 shall, at the earliest opportunity and before any
1261 resolutions are introduced or acted upon, be
1262 considered by the House.
1263
1264 **C. Introduction of New Business:**
1265 No new business shall be introduced into the
1266 House of Delegates after the close of the first
1267 meeting of a session except by unanimous
1268 consent. Approval of such new business shall
1269 require a two-thirds (2/3) vote of those delegates
1270 present and voting. Reference Committee
1271 recommendations shall not be deemed new
1272 business.
1273
1274 **D. Voting in the House:**
1275 Each delegate of the House shall have one (1) vote.
1276 The presiding chairperson shall have no vote.
1277
1278 **E. Announcement of Elections for Regional Director
1279 and Trustee:**
1280 Regional directors shall have the responsibility for
1281 advising the speaker of the House of any election
1282 for regional director or trustee held within the
1283 region during the past four (4) months. Results of
1284 the election shall be announced by the speaker of
1285 the House.
1286
1287 **Section 9. Credentials and Elections Committee**
1288
1289 **A. Personnel:**
1290 Members of the committee shall be appointed by

1291 the President-Elect and confirmed by the Board.
1292
1293 **B. The Credentials and Elections Committee shall
1294 prepare the roll of delegates for the House of
1295 Delegates. The committee shall have the right to
1296 require evidence of a delegate's eligibility from
1297 both the constituent and the Headquarters Office.
1298 The committee shall also serve as tellers for
1299 elections in the House of Delegates.**
1300
1301 **CHAPTER IX**
1302 **Elective Officers**
1303
1304 **Section 1: Officers**
1305 The officers of the AGD shall be a president, a
1306 president-elect, a vice president, a secretary, a
1307 treasurer, a speaker of the House of Delegates, and an
1308 editor. The powers, duties, terms of office, and method
1309 of election of the officers shall be set forth in these
1310 Bylaws.
1311
1312 **A. Eligibility:**
1313 Only an active, emeritus, or retired member in good
1314 standing of this AGD shall be eligible to serve as
1315 the elective officer. A candidate may only run for
1316 one office per election.
1317
1318 **B. Nominations:**
1319
1320 **1. All AGD officer positions open for candidacy
1321 should be announced in *AGD Impact* one
1322 hundred twenty (120) days prior to the annual
1323 meeting.**
1324
1325 **2. Any member who wishes to be a candidate for
1326 AGD office must present a hard copy or
1327 electronic petition of twenty-five (25) members
1328 in good standing to the AGD secretary no later
1329 than sixty (60) days prior to the annual
1330 meeting.**
1331
1332 **3. Each candidate in a contested election may
1333 have an AGD member make on his or her
1334 behalf a speech of no longer than two (2)
1335 minutes.**
1336
1337 **4. An AGD officer must declare for a new office
1338 at least thirty (30) days before Board Meeting
1339 III, and resign his or her current office
1340 effective at the close of the annual meeting,
1341 pursuant Chapter IX, Section 1, paragraph D.
1342 Once an AGD officer declares for a new office,
1343 said resignation is irrevocable.**
1344
1345 **C. Voting:**
1346 Election of officers shall be by ballot supervised by
1347 the Credentials and Elections Committee. The
1348 candidate receiving the majority of votes shall be
1349 declared elected. In the absence of a majority, a
1350 second ballot shall be held between the two (2)
1351 candidates receiving the highest number of votes
1352 on the first ballot.
1353
1354 If one (1) candidate fails to receive a majority of the
1355 votes on the first ballot, then the candidate with the
1356 least number of votes shall be eliminated. If two (2)
1357 of the three (3) individuals are tied for the least
1358 number of votes, then another ballot of those two
1359 (2) candidates shall occur. The candidate with the
1360 least number of votes will be eliminated. This
1361 process would continue until one candidate has a
1362 majority of the vote cast. A final ballot would then
1363 be between the two (2) remaining candidates.
1364
1365 **Four (4) or more candidates: If one (1) candidate**
1366

1367 failed to receive a majority of the votes on the first
1368 ballot, then the candidate who finished last in the
1369 balloting would be eliminated. This process would
1370 continue until either one candidate has a majority
1371 of vote cast or until the field has been limited to
1372 three (3), at which time the rule for "Three (3)
1373 Candidates" applies.

1374
1375 **D. Terms of Office:**
1376
1377 1. For the purpose of determining terms of
1378 office, a year shall be defined as the period of
1379 time from one (1) annual meeting to the next.
1380
1381 2. The president, president-elect, and vice
1382 president shall serve for the term of one (1)
1383 year. The editor shall serve for a three-year
1384 term, and the secretary, treasurer, and
1385 speaker of the House of Delegates shall each
1386 serve for two-year terms, with the treasurer
1387 elected during the even-numbered years, and
1388 the secretary and the speaker of the House of
1389 Delegates elected during the odd-numbered
1390 years, starting with the 1975 annual meeting of
1391 the House. No officer shall hold more than
1392 one (1) AGD office at the same time. No
1393 officer may serve as secretary or treasurer for
1394 more than two (2) terms of two (2) years each.
1395 No officer may serve as Speaker of the House
1396 of Delegates for more than three (3) terms of
1397 two (2) years each. No officer may serve as
1398 editor for more than three (3) terms of three (3)
1399 years each.

1400
1401 **E. Vacancies:**
1402 In the event of a vacancy in the office of vice
1403 president, secretary, treasurer, speaker of the
1404 House, or editor, the president shall appoint a
1405 successor to serve in the office until the next
1406 annual meeting of the House. The appointment
1407 requires approval of a majority of the AGD's Board.
1408 In the event of a vacancy caused by an existing
1409 AGD officer declaring for a second office an
1410 election shall be held for the uncompleted term.
1411 This election shall be held at the annual meeting of
1412 the House whose closure would create the
1413 vacancy.

1414
1415 **Section 2. Duties**
1416
1417 **A. It shall be the duty of the president:**
1418
1419 1. To serve as an official representative of this
1420 AGD in its contracts with governmental, civic,
1421 business, and professional organizations for
1422 the purpose of advancing the objectives and
1423 policies of this AGD;
1424
1425 2. To serve as a consultant on all councils and
1426 committees without the right to vote;
1427
1428 3. To serve as ex officio and as chairperson of
1429 the Board and Executive Committee and to
1430 preside at these meetings;
1431
1432 4. To have the authority to fill any vacancy on an
1433 AGD council or committee which becomes
1434 known while the president is in office. Council
1435 and committee appointments, that are listed in
1436 Chapter XIII, Sections 2 and 3 of these Bylaws,
1437 are subject to approval by the Board. The
1438 Board may reject specific appointments made
1439 by the president until such time as the
1440 president provides the Board with a suitable
1441 selection.

1442
1443
1444 a. To have the authority to appoint
individuals to committees, task forces,
work groups and other AGD agencies that
are not listed in Chapter XIII, Sections 2
and 3 of these Bylaws, without ratification
by the Board. Such appointments shall
expire at the conclusion of the
President's tenure, unless otherwise
specified in the agency's charge as
determined by the Board.

b. The House of Delegates or Board may
specify criteria which the president must
use in naming ad hoc committees.

5. To serve as the speaker of the House, in the
event of the absence of the elected speaker of
the House.

6. After consultation and agreement with the
Speaker of the House of Delegates, to appoint a
parliamentarian, if desired, to serve at the
House of Delegates.

7. To have the authority, along with the treasurer
and/or executive director, to countersign any
AGD check in accordance with policy
established by the Board.

8. To appoint, subject to the final approval of the
Board, members to serve on the AGD councils and
committees that are listed in Chapter XIII, Sections 2
and 3 of these Bylaws, subject to the following
stipulations:

a. To have the authority with regard to AGD
councils to appoint only to those positions
which have an expiration date at the annual
meeting at which the president assumes that
office.

b. Council and committee appointments, that are
listed in Chapter XIII, Sections 2 and 3 of these
Bylaws, are subject to approval by the Board.
The Board may reject specific appointments
made by the president-elect until such time as
the president-elect provides the Board with a
suitable selection.

B. It shall be the duty of the president-elect:
1. To cooperate with the president at all times and
familiarize himself or herself with the duties of
that office;
2. To serve as a consultant to all other councils
and committees without the right to vote;
3. To serve as a member of the Board and the
Executive Committee;
4. Immediately to assume the office of president,
complete the term, and serve as president for
the ensuing year in the event of a vacancy in
the office of president;
5. To succeed to the office of president at the
conclusion of the annual meeting of the House
of Delegates;
6. To attend all important functions of the AGD;
7. To preside at meetings of the AGD in the
temporary absence of the president;
8. To begin his or her term of office at the

- 1519 conclusion of the annual meeting following his
1520 or her term as vice president.
- 1521
- 1522 C. It shall be the duty of the vice president:
- 1523
- 1524 1. To be a consultant to all councils and
1525 committees without the right to vote;
- 1526
- 1527 2. To succeed to the office of president-elect upon
1528 expiration of the president-elect's term of office
1529 or in the event that the office should become
1530 vacant for any reason;
- 1531
- 1532 3. To serve as a member of the Board and the
1533 Executive Committee;
- 1534
- 1535 4. To serve as presiding officer in the absence of
1536 both the president and the president-elect.
- 1537
- 1538 D. It shall be the duty of the secretary, with the
1539 assistance of the executive director:
- 1540
- 1541 1. To serve as a member of the Board and the
1542 Executive Committee, and to assume the
1543 responsibility for seeing that all minutes of the
1544 Executive Committee, Board, and House of
1545 Delegates are accurate;
- 1546
- 1547 2. To be the custodian of all records and
1548 properties pertaining to his or her office;
- 1549
- 1550 3. To notify all council and committee members of
1551 their appointments and furnish necessary
1552 copies of resolutions, etc., referred to such
1553 councils;
- 1554
- 1555 4. To countersign all citations, certificates, and
1556 testimonials;
- 1557
- 1558 5. To certify, together with the president, all
1559 official acts of the AGD;
- 1560
- 1561 6. To conduct all correspondence;
- 1562
- 1563 7. To notify the secretaries of the constituent
1564 AGD's of the election of new members from
1565 their constituents;
- 1566
- 1567 8. To furnish lists of all delinquent members,
1568 those dropped for non-payment of dues, those
1569 persons resigning from the AGD (with the dates
1570 of resignations), and all deceased members;
- 1571
- 1572 9. To notify the secretary of each constituent of all
1573 transfers of membership to or from that
1574 constituent.
- 1575
- 1576 E. It shall be the duty of the treasurer, with the
1577 assistance of the executive director:
- 1578
- 1579 1. To keep adequate and proper accounts of the
1580 properties and funds of the AGD;
- 1581
- 1582 2. To cause to be deposited all monies and other
1583 valuables in the name of and to the credit of
1584 the AGD in such depositories as may be
1585 designated by the Board;
- 1586
- 1587 3. To disburse the funds of the AGD as may be
1588 ordered by the Board;
- 1589
- 1590 4. To have the authority, along with the executive
1591 director and president, in accordance with
1592 policy established by the Board, to sign AGD
1593 checks;
- 1594
- 1595 5. To render to the Board an accounting of all his
1596 or her transactions as treasurer and of the
1597 financial conditions of the AGD;
- 1598
- 1599 6. To serve as a member of the Board and the
1600 Executive Committee;
- 1601
- 1602 7. To have such other powers and perform such
1603 other duties as may be prescribed by the
1604 Board and these Bylaws;
- 1605
- 1606 8. To serve as a member to the Budget and
1607 Finance Committee.
- 1608
- 1609 9. To serve as a consultant to the Audit
1610 Committee.
- 1611
- 1612 F. It shall be the duty of the speaker of the House of
1613 Delegates:
- 1614
- 1615 1. To preside at all meetings of the House of
1616 Delegates;
- 1617
- 1618 2. To serve as a member of the Board and the
1619 Executive Committee with all privileges
1620 including the right to vote.
- 1621
- 1622 G. It shall be the duty of the editor:
- 1623
- 1624 1. To serve as editor-in-chief of the official
1625 publications of the AGD;
- 1626
- 1627 2. To exercise editorial control subject only to
1628 policies established by the Board or House of
1629 Delegates and using these Bylaws;
- 1630
- 1631 3. To serve as a member of the Board and the
1632 Executive Committee with all privileges
1633 including the right to vote;
- 1634
- 1635 4. To appoint, subject to approval by the
1636 Communications Council, an associate editor
1637 who must reside outside of the region of the
1638 editor, be appointed for the same term as the
1639 editor, and have the following duties:
- 1640
- 1641 1) Provide technical assistance to AGD
1642 *Impact* and *General Dentistry*, as
1643 requested by the editor.
- 1644
- 1645 2) Attend the Editors' Workshop to work
1646 with constituent editors.
- 1647
- 1648 3) Write editorials as assigned by the editor.
- 1649
- 1650 4) Review manuscripts for publication, as
1651 assigned.
- 1652
- 1653 5) Attend the Communications Council
1654 meetings.
- 1655
- 1656 6) Assume such duties as assigned by the
1657 editor.
- 1658
- 1659
- 1660 CHAPTER X
- 1661 Regional Directors
- 1662
- 1663 Section 1. Composition
- 1664 Each region will have a regional director, who is an
1665 active, emeritus or retired member, with the exception
1666 of Region 15-16 which will have two (2) regional
1667 directors. The duties of the Regional Director shall be
1668 those as determined by the Regional Directors and as
1669 further ratified by the Board.
- 1670

1671 **Section 2. Term of office**
1672 The term of office of the regional director shall be for
1673 three (3) years. Regional directors shall be limited to
1674 two (2) terms of three (3) years each. Fulfilling any
1675 unexpired term shall be deemed a term of three (3)
1676 years unless the period served is one year or less of an
1677 unexpired term. For the purposes of this Bylaws
1678 provision, a year is considered a governance year,
1679 which ends upon conclusion of the annual session of
1680 the House of Delegates. When a regional director
1681 serves one year or less of an unexpired term, that
1682 regional director shall be allowed to serve a maximum
1683 service of seven (7) years. Notwithstanding the
1684 forgoing, a partial term completed prior to July 21, 2008
1685 shall not be counted as a full term.
1686
1687 **Section 3. Election**
1688 The regional director shall be elected in accordance
1689 with rules of procedure established by the region.
1690 However, the rules of procedure must specify one of the
1691 following procedures for electing the regional director:
1692
1693 **A.** By a majority vote of the individuals present and
1694 voting at a meeting held in the region and
1695 announced by the regional director at least thirty
1696 (30) days in advance. The individuals entitled to
1697 vote at such a meeting would include any duly
1698 elected delegate from a constituent in the region or
1699 his or her alternate delegate, in addition to each
1700 constituent AGD president or his or her designated
1701 alternate. If a constituent president is already a
1702 delegate, he or she may appoint another officer
1703 from his or her constituent so that his or her
1704 constituent will not be deprived of a vote;
1705
1706 **B.** By a majority vote of the delegates or their
1707 alternates present and voting at a regional caucus.
1708 If the regional caucus is not held in conjunction
1709 with the annual meeting, the time and location
1710 must be announced by the regional director to all
1711 eligible delegates at least thirty (30) days in
1712 advance;
1713
1714 **C.** By a postcard ballot of all active and emeriti
1715 members within the region. A candidate's name
1716 may be placed on the postcard ballot if he or she is
1717 nominated in any of the following ways:
1718
1719 1. By a majority vote of the nominating
1720 committee which shall consist of the president
1721 from each constituent AGD in the region or his
1722 or her designated alternate;
1723
1724 2. By a petition signed by at least twenty-five (25)
1725 active or emeriti members practicing in the
1726 region.
1727
1728 A plurality of the votes will considered sufficient to
1729 elect on a postcard ballot. However, no constituent
1730 may have on the ballot more than one candidate. If
1731 more than one candidate is presented from a
1732 particular constituent, that constituent shall hold a
1733 primary election to determine which candidate will
1734 be placed on the regional ballot.
1735
1736 **D.** In the event that the region consists of only one
1737 constituent, the regional director may be elected by
1738 a simple majority vote of those serving on the
1739 constituent's Board of Directors. Such a meeting
1740 can be held no more than one hundred twenty (120)
1741 days in advance of the annual meeting in which the
1742 regional director will take office and must be
1743 announced to the members of the Board at least
1744 thirty (30) days prior to the meeting.
1745
1746 **Section 4. Removal from Office**

1747
1748 **A. Initiation of Removal Proceedings**
1749 Any constituent AGD from the region may initiate
1750 proceedings to remove a regional director from
1751 office. A constituent AGD may do so through a
1752 two-thirds (2/3) vote of its Board in a letter to the
1753 trustee signed by either the president or secretary
1754 of the constituent AGD with a copy to the AGD
1755 secretary and a copy to the regional director.
1756
1757 **B. Removal Proceedings**
1758 A regional director may be removed from office by
1759 a two-thirds (2/3) vote of the delegates at any
1760 regional caucus meeting providing that thirty (30)
1761 days notice is given to each delegate and the
1762 regional director and that intention to remove the
1763 regional director is made known to the delegates
1764 and the regional director at the time of the meeting
1765 announcement and that a substitute must be
1766 appointed to preside at such a meeting by the
1767 delegates present. The only exception to this
1768 provision pertains to those regions with five or
1769 fewer delegates. Those regions with five (5) or
1770 fewer delegates may remove a regional director
1771 from office by a two-thirds (2/3) vote of all
1772 individuals serving as constituent presidents,
1773 presidents-elect, vice presidents, secretaries and
1774 treasurers of the constituent Academies that
1775 compose the region. No individual shall have more
1776 than one vote even though that individual may hold
1777 more than one office. Such vote may be taken by a
1778 mail ballot provided that intention to conduct such
1779 a poll has been made known to the constituent
1780 officers and the regional director at least thirty (30)
1781 days prior to the mailing of the ballot. If a mail
1782 ballot is used, then such mail ballot shall be
1783 supervised by the AGD secretary.
1784
1785 **CHAPTER XI**
1786
1787 **Appointive Officers**
1788 **Section 1. Executive Director**
1789 The executive director shall be employed by an
1790 affirmative vote of fourteen (14) of the twenty-seven (27)
1791 voting members of the Board.
1792
1793 **Section 2. It shall be the duty of the executive director:**
1794
1795 **A.** To perform, under the direction of the Board, such
1796 duties as the title of the office ordinarily connotes;
1797
1798 **B.** To perform such duties as may be assigned to him
1799 or her by the Board;
1800
1801 **C.** To oversee the implementation of the AGD's
1802 policies and programs under the guidance of the
1803 Board;
1804
1805 **D.** To supervise all employees and agents of the AGD;
1806
1807 **E.** To have such other powers and duties as may be
1808 prescribed to the Board and these Bylaws;
1809
1810 **F.** To serve as a consultant to the Board, the
1811 Executive Committee, and all other councils
1812 without the right to vote;
1813
1814 **G.** To cause to be bonded by a blanket policy all
1815 persons handling AGD funds;
1816
1817 **H.** To make an annual report to the Board and House
1818 of Delegates.
1819
1820 **CHAPTER XII**
1821 **Board**
1822

1823
1824 **Section 1. Powers:**
1825 Between meetings of the House of Delegates, the
1826 control, management, and administration of this AGD
1827 shall be vested in a Board, subject to laws of the State
1828 of Illinois, Articles of Incorporation of the AGD,
1829 Constitution and Bylaws, and the mandates of the
1830 House of Delegates.
1831
1832 **Section 2. Composition:**
1833
1834 **A. The Board shall consist of twenty-seven (27) active**
1835 **members, including nineteen (19) Trustees (all of**
1836 **whom must continually practice in the region), the**
1837 **seven (7) elected officers (president,**
1838 **president-elect, vice president, secretary,**
1839 **treasurer, speaker of the House of Delegates, and**
1840 **editor) and the immediate past president. The**
1841 **presiding officer shall exercise his or her vote only**
1842 **(optionally) in the case of a tie.**
1843
1844 **B. The president shall serve as the chairperson of the**
1845 **Board and shall preside at its meetings.**
1846
1847 **Section 3. Meetings of the Board:**
1848 The Board shall meet in person at least three (3) times a
1849 year. Between such meetings, additional meetings may
1850 be held through the use of a conference telephone or
1851 other communications equipment by means of which all
1852 persons participating in the meeting can communicate.
1853 The Board may, by a majority of the entire Board,
1854 cancel any meeting of the Board.
1855
1856 A majority of the Board shall constitute a quorum. The
1857 president, with the approval of the Executive
1858 Committee, shall designate the time and place for all
1859 meetings of the Board. Notice of the meeting shall then
1860 be mailed or transmitted by electronic means to all
1861 members of the Board at least fifteen (15) days prior to
1862 the meeting. In an emergency, fourteen (14) affirmative
1863 votes of the Board may waive the fifteen-day notice
1864 normally required.
1865
1866 The Board may conduct business by e-mail, mail, or fax
1867 ballot with that business being reported at the next
1868 Board meeting. Passage of resolutions by e-mail, mail,
1869 or fax ballots requires a unanimous vote of all twenty-
1870 seven (27) members of the Board.
1871
1872 **Section 4. Compensation:**
1873 The members of the Board of the AGD shall not receive
1874 any compensation for their services, except for the
1875 president, president-elect, vice president, editor,
1876 treasurer, secretary, and speaker who shall receive a
1877 yearly honorarium (the amount of the honorarium shall
1878 be determined by the House of Delegates based on a
1879 recommendation from the Budget and Finance
1880 Committee, the Compensation Committee and the
1881 Board). Members of the Board may be reimbursed for
1882 expenses incurred in attending meetings of the Board,
1883 in accordance with the policy established by the Board
1884 and in effect at the time that the House of Delegates
1885 adopts a budget for the succeeding year.
1886
1887 **Section 5. Election of Trustees:**
1888
1889 Trustees shall be elected in accordance with rules of
1890 procedure established by the region. However, the
1891 rules of procedure must specify one of the following
1892 procedures for electing the trustee:
1893
1894 **A. By a majority vote of the individuals present and**
1895 **voting at a meeting held in the region and**
1896 **announced by the regional director at least thirty**
1897 **(30) days in advance. The individuals entitled to**
1898 **vote at such a meeting would include any duly**
1899 **elected delegate from a constituent in the region or**
1900 **his or her alternate delegate, in addition to each**
1901 **constituent AGD president or his or her designated**
1902 **alternate. If a constituent president is already a**
1903 **delegate, he or she may appoint another officer**
1904 **from his or her constituent so that his or her**
1905 **constituent will not be deprived of a vote;**
1906
1907 **B. By a majority vote of the delegates or their**
1908 **alternates present and voting at a regional caucus.**
1909 **If the regional caucus is not held in conjunction**
1910 **with the annual meeting, the time and location**
1911 **must be announced by the regional director to all**
1912 **eligible delegates at least thirty (30) days in**
1913 **advance;**
1914
1915 **C. By a postcard ballot of all active and emeriti**
1916 **members within the region. A candidate's name**
1917 **may be placed on the postcard ballot if he or she is**
1918 **nominated in any of the following ways;**
1919
1920 **1. By a majority vote of the Nominating**
1921 **Committee which shall consist of the**
1922 **president from each constituent AGD in the**
1923 **region or his or her designated alternate;**
1924
1925 **2. By a petition signed by at least twenty-five (25)**
1926 **active or emeriti members practicing in the**
1927 **region.**
1928
1929 A plurality of the votes will be considered sufficient
1930 to elect on a postcard ballot. However, no
1931 constituent may have on the ballot more than one
1932 candidate. If more than one candidate is presented
1933 from a particular constituent, that constituent shall
1934 hold a primary election to determine which
1935 candidate will be placed on the regional ballot.
1936
1937 **D. In the event that the region consists of only one**
1938 **constituent, the trustee may be elected by a simple**
1939 **majority vote of those serving on the constituent's**
1940 **Board. Such a meeting can be held no more than**
1941 **one hundred twenty (120) days in advance of the**
1942 **annual meeting in which the trustees will take**
1943 **office and must be announced to the members of**
1944 **the Board at least thirty (30) days prior to the**
1945 **meeting.**
1946
1947 **Section 6. Council or Committee Service Restriction:**
1948 Once elected, a trustee must resign any positions he or
1949 she holds on AGD councils and committees other than
1950 Board committees, unless he or she is currently serving
1951 on a Local Advisory Committee or on an Ad Hoc
1952 Committee. The individual may continue to serve as the
1953 Local Advisory Committee Chairperson and therefore
1954 as a member but not Chairperson of the Scientific
1955 Meeting Council.
1956
1957 **Section 7. Terms of Office**
1958
1959 **A. The term of office of the trustee shall be for three**
1960 **(3) years.**
1961
1962 **B. The terms of office of the trustees shall be**
1963 **staggered so that the terms of the trustees from**
1964 **regions 1 to 4, 12, and 18 expire at the end of one**
1965 **annual meeting, regions 5 to 11 at the next, and**
1966 **regions 13 to 17, 19, and 20 at the next.**
1967
1968 **C. No trustee shall be permitted to serve more than**
1969 **two (2) three (3) year terms. Fulfilling any**
1970 **unexpired term shall be deemed a term of three (3)**
1971 **years unless the period served is one year or less**
1972 **of an unexpired term. For the purposes of this**
1973 **Bylaws provision, a year is considered a**
1974 **governance year, which ends upon conclusion of**

1975 the annual session of the House of Delegates.
1976 When a trustee serves one year or less of an
1977 unexpired term, that trustee shall be allowed to
1978 serve a maximum service of seven (7) years.
1979 Notwithstanding the forgoing, a partial term
1980 completed prior to July 21, 2008 shall not be
1981 counted as a full term.
1982
1983 D. The terms of office as a trustee for each of the
1984 seven (7) elected officers of the AGD shall be for
1985 the period described in Chapter IX, Section 1.D. of
1986 these Bylaws.
1987
1988 E. The term of office of the immediate past president
1989 as a trustee and member of the executive
1990 committee shall be for one year.
1991
1992 **Section 8. Vacancy**
1993
1994 A. In the event that a trustee is unable to attend a
1995 particular Board meeting, no substitute may be
1996 designated. The absent trustee will not be allowed
1997 to vote by proxy on any issue being discussed at
1998 the meeting.
1999
2000 B. In the event of a vacancy on the Board, that
2001 region's regional director shall assume the office of
2002 trustee until the region holds an election to
2003 determine the individual who shall serve the
2004 unexpired term.
2005
2006 **Section 9. Removal from Office**
2007
2008 A. **Initiation of Removal Proceedings**
2009 Any constituent AGD from the region may initiate
2010 proceedings to remove a trustee from office. A
2011 constituent AGD may do so through a two-thirds
2012 (2/3) vote of its Board in a letter to the regional
2013 director signed by either the president or secretary
2014 of the constituent AGD with a copy to the AGD
2015 secretary and the trustee.
2016
2017 B. **Removal Proceedings**
2018 A trustee may be removed from office by a
2019 two-thirds (2/3) vote of delegates present and
2020 voting at any regional caucus meeting, provided
2021 that thirty (30) days notice is given to each
2022 delegate and the trustee, and that intention to
2023 remove the trustee is made known to the delegates
2024 and trustee at the time of the meeting
2025 announcement. The only exception to this
2026 provision pertains to those regions that have five
2027 (5) or fewer delegates. Those regions with five or
2028 fewer delegates may remove a trustee from office
2029 by a two-thirds (2/3) vote of all individuals serving
2030 as constituent presidents, presidents-elect, vice
2031 presidents, secretaries and treasurers of
2032 constituent AGD's that compose the region. No
2033 individual shall have more than one vote, even
2034 though that individual may hold more than one
2035 office. Such vote may be taken by a mail ballot
2036 provided that intention to conduct such poll has
2037 been made known to the trustee at least thirty (30)
2038 days prior to the mailing of the ballot. If a mail
2039 ballot is used, then such mail ballot shall be
2040 supervised by the AGD secretary.
2041
2042 **Section 10: Duties: It shall be the duty of each**
2043 **individual trustee:**
2044
2045 A. To be knowledgeable about the affairs of the
2046 organization and the activities of organized
2047 dentistry;
2048
2049 B. To understand the needs of the members in the
2050 region;

2051
2052 C. To communicate directly on a regular basis with
2053 the regional director and constituents within the
2054 region.
2055
2056 **Section 11: Duties: It shall be the duty of the Board:**
2057
2058 A. To annually review the AGD's core purpose and
2059 strategic plan and recommend appropriate
2060 modifications to the House of Delegates.
2061
2062 B. To direct the AGD and its resources toward the
2063 achievement of the AGD's core purpose..
2064
2065 C. To approve the overall strategic plan, including the
2066 definition of the core competency and culture, and
2067 to review the summary of the internal and external
2068 analysis, and to approve the fiscal goals,
2069 objectives, and plans for the future.
2070
2071 D. To oversee the development of organizational
2072 structures, processes, and systems that will
2073 ensure that the resources of the AGD are utilized to
2074 meet documented member needs.
2075
2076 E. To delegate to the AGD's staff, Regional Directors,
2077 councils, and committees the responsibility to
2078 develop and implement, with Board approval,
2079 member-responsive programs and projects that the
2080 Board has deemed relevant to the strategic plan of
2081 the association.
2082
2083 F. To communicate a consistent identity, as
2084 determined via the approval of the culture and core
2085 competency statements and their representation
2086 ('the brand'), to the public and the dental
2087 profession.
2088
2089 G. To provide for the maintenance and supervision of
2090 the Headquarters Office and all property owned
2091 and operated by the AGD;
2092
2093 H. To determine the date and location, for both the
2094 scientific session and the annual meeting and to
2095 establish the registration fees for the scientific
2096 session;
2097
2098 I. To cause to be bonded by a surety company all
2099 officers and employees of the AGD entrusted with
2100 AGD funds;
2101
2102 J. To examine in detail all accounts of the AGD, and
2103 to cause the same to be reviewed by the Audit
2104 Committee and audited by a certified public
2105 accountant at least once a year;
2106
2107 K. To supervise preparation of a budget for carrying
2108 on the activities of the AGD for each ensuing fiscal
2109 year;
2110
2111 L. To review the reports of the Regional Directors,
2112 councils and committees of the AGD, and to make
2113 recommendations concerning such reports to the
2114 House;
2115
2116 M. To act as a final means of appeal by individuals
2117 who have been denied membership in a
2118 component or constituent after consideration of
2119 the Constitution and Bylaws and Judicial
2120 Procedures Council;
2121
2122 N. To approve the selection and employment of an
2123 executive director;
2124
2125 O. To establish appropriate policy for reimbursement
2126 of AGD members for personal expenses incurred

2127 while on AGD business;
 2128
 2129 P. To determine upon recommendations of the
 2130 president whether any council or committee
 2131 member shall be removed;
 2132
 2133 Q. To approve honorary Fellows, honorary members,
 2134 and recipients of other awards which have not
 2135 been specifically delegated to a particular council
 2136 or committee of this organization;
 2137
 2138 R. To establish Fellowship, Mastership, and Lifelong
 2139 Learning and Service Recognition fees;
 2140
 2141 S. To establish a subscription fee for those emeritus
 2142 members and members with total disability status
 2143 who wish to receive AGD print publications;
 2144
 2145 T. To determine whether a recommendation should
 2146 be made to the House of Delegates for removal of
 2147 any officer;
 2148
 2149 U. To appoint a group administrator for the AGD's
 2150 insurance program;
 2151
 2152 V. To function as the interim governing body of the
 2153 AGD between meetings of the House of Delegates.
 2154
 2155 W. To be informed and prepared for Board meetings
 2156 and participate in online discussion.
 2157
 2158 X. To actively solicit qualified regional nominees for
 2159 appointment to AGD councils and committees and
 2160 to submit such in a timely manner.
 2161
 2162 Y. To attend significant AGD events such as the
 2163 Leadership Conference, annual meeting, scientific
 2164 session or Strategic Planning meetings, as they are
 2165 scheduled.
 2166
 2167 Z. To approve all council and committee appointment
 2168 recommendations to the council and committees
 2169 that are listed in Chapter XIII, Section 2 and 3 of
 2170 these Bylaws.
 2171
 2172 Section 12: Committees of the Board
 2173
 2174 A. Executive Committee
 2175
 2176 1. There shall be an Executive Committee
 2177 composed of the president, president-elect,
 2178 vice president, secretary, treasurer, editor,
 2179 speaker of the House of Delegates, and the
 2180 immediate past president.
 2181
 2182 2. The duty of the Executive Committee is to act
 2183 as an interim agency of the Board with the
 2184 authority to implement policies of the Board.
 2185
 2186 3. The president acts as chairperson and may
 2187 vote as a member of the Executive Committee,
 2188 but only in the event of a tie.
 2189
 2190 4. The minutes of each Executive Committee
 2191 meeting shall be placed on the agenda for
 2192 discussion at the first succeeding Board
 2193 meeting, so that all issues affecting AGD
 2194 policy can be appropriately discussed.
 2195
 2196 5. Executive Committee recommendations which
 2197 are contrary to existing AGD policy may not
 2198 be implemented until action has been taken by
 2199 the Board or the House of Delegates.
 2200
 2201 6. Meetings of the Executive Committee shall be
 2202 called by the president with the concurrence

2203 of the majority of the committee. Emergency
 2204 sessions may be called by a majority of the
 2205 members of the committee.
 2206
 2207 CHAPTER XIII
 2208
 2209 Divisions, Councils and Committees
 2210
 2211 Section 1. Structure and Terms of Office
 2212
 2213 A. The president-elect shall make, with the approval
 2214 of the Board, council and committee appointments
 2215 in accordance with Chapter IX, Section 2.A.4. of
 2216 these Bylaws.
 2217
 2218 B. All AGD councils shall be constituted so that an
 2219 equal number of active and/or emeriti members
 2220 complete their three-year terms each year.
 2221
 2222 C. No member of a council may serve more than two
 2223 (2) consecutive three (3) year terms on a particular
 2224 council, nor may any member serve on more than
 2225 one (1) council at a given time unless serving as a
 2226 consultant or Board liaison. In the event that a
 2227 member is fulfilling an unexpired term, the
 2228 unexpired term shall be considered the first full
 2229 three (3) year term unless the unexpired term is
 2230 one year or less, in which case the member could
 2231 serve up to a maximum of seven (7) consecutive
 2232 years.
 2233
 2234 D. Each president-elect shall designate, with approval
 2235 of the Board, one particular council member to
 2236 serve as chairperson.
 2237
 2238 E. Each president-elect shall designate, with the
 2239 approval of the Board, one individual who shall
 2240 serve as the Division Coordinator for each vacancy
 2241 in the four council and committee divisions. The
 2242 term of the Division Coordinator shall be two-
 2243 years. No Division Coordinator shall serve more
 2244 than two successive terms and the appointment of
 2245 terms shall be staggered so that only two terms
 2246 expire on any given year.
 2247
 2248 F. Council appointments shall expire at the end of the
 2249 appropriate annual meeting, generally almost three
 2250 (3) years after an active or emeritus member has
 2251 been named to serve on the council. A council or
 2252 committee member may be removed with the
 2253 approval of the president, president-elect and the
 2254 ratification of the Board for the following reasons:
 2255
 2256 1. Unethical behavior;
 2257
 2258 2. Disruptive behavior;
 2259
 2260 3. Failing to attend scheduled meetings;
 2261
 2262 4. Failing to accomplish assigned work.
 2263
 2264 Section 2. Each of the following councils and
 2265 committees shall be assigned to the following
 2266 Divisions:
 2267
 2268 A. Membership Services Division
 2269
 2270 1. Membership Council
 2271
 2272 2. Group Benefits Council
 2273
 2274 B. Public and Professional Relations Division
 2275
 2276 1. Communications Council
 2277
 2278 C. Continuing Education Division

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1. Dental Education Council
2. PACE Council
3. Scientific Meeting Council
 - a. Local Advisory Committee
4. Examinations Council
 - a. Examinations Item Bank Committee (Team C)
 - b. Self Instruction Committee
 - d. Fellowship Examination Committee (Teams A & B)

D. Advocacy/Representation Division

1. Legislative and Governmental Affairs Council
2. Dental Practice Council
3. Constitution, Bylaws and Judicial Affairs Council

Section 3. Administrative Committees

A. Audit Committee.
The duty of this committee shall be to carry out all functions outlined within the Audit Committee Charge.

CHAPTER XIV

Judicial Procedures

Section 1. Conduct Subject to Discipline:
A member may be disciplined by his or her constituent AGD for:

- A. Having his or her license to practice dentistry either suspended or revoked by the political jurisdiction in which he or she practices. (Revocation or suspension of a dentist's license shall cause the member automatically to be suspended from the AGD.)
- B. Violating the Bylaws or Principles of Ethics of the Academy of General Dentistry.

Section 2. Jurisdiction:
Members who are not members of a particular constituent AGD may be disciplined by the Constitution and Bylaws and Judicial Procedures Council in accordance with the Board policy. Otherwise, instigation of judicial proceedings shall be initiated by the member's constituent AGD. It shall be the duty of the Constitution and Bylaws and Judicial Procedures Council to hear appeals on censure, suspension of membership, or expulsion from a constituent AGD. The constituent AGD's and this council shall have the right to censure, suspend, or expel a member who is found to be in violation of the AGD's Bylaws or Principles of Ethics.

Section 3. Disciplinary Penalties:
A member may be placed under a sentence of censure or suspension, or may be expelled from the membership for any of the offenses enumerated in Section 1 of this chapter. Suspension means that all membership privileges except continued entitlement to coverage under insurance programs are lost during the suspension period. Suspension shall be unconditional and for a specified period, at the termination of which full

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membership privileges are automatically restored. A subsequent violation shall require a new disciplinary procedure before additional discipline may be imposed. Expulsion shall be an absolute discipline and shall not be imposed conditionally.

Section 4. Disciplinary Proceedings:
Before a disciplinary penalty is invoked against a member, the following procedures shall be followed by the constituent AGD preferring the charges:

A. Hearing:
The accused member shall be entitled to a hearing at which he or she shall be given the opportunity to present his or her defense to all charges brought against him or her. A constituent shall permit the accused member to be represented by legal counsel.

B. Notice:
The accused member shall be notified in writing of charges brought against him or her and of the time and place of the hearing, such notice to be sent by registered letter addressed to his or her last known address and mailed not less than twenty-one (21) days prior to the day set for the hearing. An accused member, upon his or her request, shall be granted one (1) postponement for a period not to exceed thirty (30) days.

C. Charges:
The written charges shall include an official certified copy of the alleged conviction or determination of guilt, or a specification of the Bylaw or ethical provisions alleged to have been violated, as the case may be in a description of the conduct alleged to constitute each violation.

D. Decision:
Each decision which shall result in censure, probation, suspension, or expulsion shall be reduced to writing and shall specify the charges made against the member, the fact which substantiates any or all of the charges, the verdict rendered, the penalty imposed, and a notice shall be mailed to the accused member informing him or her of his or her right of appeal. Within ten (10) days of the date on which the decision is rendered, a copy thereof shall be sent by registered mail to the last known address of each of the following parties: the accused member, the secretary of the constituent AGD of which he or she is a member, the chairperson of the Constitution and Bylaws and Judicial Procedures Council of the AGD, and the executive director of the AGD

Section 5. Appeals:
The accused member under sentence of censure, suspension, or expulsion shall have the right to appeal from such a decision of his or her constituent AGD by filing an appeal in affidavit form with the executive director of the AGD. The executive director shall convey the affidavit to the chairperson of the AGD's Constitution and Bylaws and Judicial Procedures Council. An appeal from any decision shall not be valid unless notice of the appeal is filed within thirty (30) days and the supporting brief, if one is to be presented, is filed within forty-five (45) days after such decision has been rendered. No decision shall become final while an appeal therefrom is pending or until the thirty (30) day period for filing notice of appeal has elapsed. In the event of a sentence of expulsion with no notice of appeal received within the thirty (30) day period, the constituent AGD shall notify all parties of the failure of the accused member to file an appeal. The sentence of expulsion shall take effect on the date the parties are notified. The constituent AGD

2431 shall determine what portion of current dues, if any, shall
 2432 be returned to the expelled member. Dues paid to this
 2433 AGD shall not be refundable in the event of expulsion.
 2434 The following procedure shall be used in processing
 2435 appeals:
 2436
 2437 **A. Hearings on Appeal:**
 2438 The accused member of the AGD concerned shall
 2439 be entitled to a hearing on an appeal, provided that
 2440 such appeal is taken in accordance with and
 2441 satisfies the requirement of Section 5 of this
 2442 chapter. A constituent AGD shall permit the
 2443 accused member to be represented by legal
 2444 counsel. A party need not appear for his or her
 2445 appeal to be heard by an appellate agency.
 2446
 2447 **B. Notice:**
 2448 The agency receiving an appeal shall notify the
 2449 AGD concerned and the accused member of the
 2450 time and place of the hearing, such notice to be
 2451 sent by registered letter to the last known address
 2452 of the parties to the appeal and mailed not less
 2453 than thirty (30) days prior to the date set for the
 2454 hearing. Granting of continuances shall be the
 2455 option of the agency hearing the appeal.
 2456
 2457 **C. Briefs:**
 2458 Every party to an appeal shall be entitled to submit
 2459 a brief in support of its position. The party
 2460 initiating the appeal shall submit its brief to the
 2461 chairperson of the AGD's Constitution and Bylaws
 2462 and Judicial Procedures Council within forty-five
 2463 (45) days of the date upon which the decision
 2464 appealed from was rendered. The party initiating
 2465 the appeal may elect to rely on the record or on an
 2466 oral presentation and not file a brief.
 2467
 2468 **D. Recording of Disciplinary Proceedings:**
 2469 Upon notice of an appeal, the constituent which
 2470 preferred charges shall furnish to the agency
 2471 which has received the appeal and to the accused
 2472 member a transcript or an officially certified copy
 2473 of the minutes of the hearing accorded the accused
 2474 member. The transcript or minutes shall be
 2475 accompanied by certified copies of any affidavits
 2476 or other documents submitted as evidence to
 2477 support the charges against the accused member
 2478 or submitted by the accused member as part of his
 2479 or her defense. The accused member, at his or her
 2480 own expense, shall be entitled to arrange for the
 2481 services of a court reporter to transcribe the
 2482 hearing.
 2483
 2484 **E. Appeals Jurisdiction:**
 2485 The agency to which a decision has been appealed
 2486 shall be required to review the decision appealed
 2487 from to determine whether the evidence before the
 2488 constituent AGD which preferred charges against
 2489 the accused member supports that decision or
 2490 warrants the penalty imposed. The appeal agency
 2491 shall not be required to consider additional
 2492 evidence unless there is a clear showing that either
 2493 party to the appeal will be unreasonably harmed by
 2494 failure to consider the additional evidence.
 2495
 2496 **F. Decision of Appeals:**
 2497 Every decision on appeal shall be reduced to
 2498 writing and shall state clearly the conclusion of the
 2499 appeal agency and the reasons for reaching that
 2500 conclusion. The appeal agency shall have the
 2501 discretion:
 2502
 2503 1. To uphold the decision of the constituent AGD
 2504 which preferred charges against the accused
 2505 member;

2507 2. To reverse the decision of the constituent
 2508 AGD which preferred charges and thereby
 2509 exonerate the accused member;
 2510
 2511 3. To deny an appeal which fails to satisfy the
 2512 requirement of Section 5 of this chapter;
 2513
 2514 4. To refer the case back to the constituent AGD
 2515 which preferred charges for a new proceeding
 2516 if the rights of the accused member under all
 2517 applicable Bylaws were not accorded to him or
 2518 her;
 2519
 2520 5. To uphold the decision of the constituent AGD
 2521 which preferred charges against the accused
 2522 member and reduce the penalty imposed.
 2523 Within ten (10) days of the date on which the
 2524 decision on appeal is rendered, a copy thereof
 2525 shall be sent by registered mail to the last
 2526 known address of each of the following
 2527 parties: the accused member, the secretary of
 2528 the constituent AGD of which he or she is a
 2529 member, the chairperson of the AGD's Council
 2530 on Constitution and Bylaws and Judicial
 2531 Procedures, and the executive director of the
 2532 AGD.
 2533
 2534 **CHAPTER XV**
 2535
 2536 **Scientific Sessions**
 2537
 2538 **Section 1. Object:**
 2539 The scientific session of this AGD is established to
 2540 assist the dissemination of dental knowledge which
 2541 shall serve to improve the health of the public and to
 2542 upgrade the science and art of dentistry.
 2543
 2544 **Section 2. Time and Place:**
 2545 The scientific session of this AGD shall be held
 2546 annually at a time and place selected by the Board.
 2547
 2548 **Section 3. Management and General Arrangements:**
 2549 The management of the scientific sessions shall be
 2550 under the direction of the Scientific Meeting Council in
 2551 accordance with the Board policy.
 2552
 2553 **Section 4. Admission:**
 2554 Admission to scientific sessions shall be open to all
 2555 members of the dental profession, but non-members of
 2556 the AGD must pay a registration fee established by the
 2557 Board after consultation with the Scientific Meeting
 2558 Council responsible for such scientific session.
 2559
 2560 **CHAPTER XVI**
 2561
 2562 **Official Publications**
 2563
 2564 **Section 1. The AGD shall publish a journal and a
 2565 newsletter.**
 2566
 2567 **Section 2. Other publications may be established by
 2568 action of the appropriate governing body of the AGD.**
 2569
 2570 **CHAPTER XVII**
 2571
 2572 **Finances**
 2573
 2574 **Section 1. Fiscal Year:**
 2575 The fiscal year of this AGD shall coincide with the
 2576 calendar year, beginning January 1, 2007.
 2577
 2578 **Section 2. General Fund:**
 2579 The general fund shall consist of all monies received
 2580 other than those specifically allocated to other funds by
 2581 these Bylaws. The funds shall be used for defraying all
 2582 expenses incurred by this AGD not otherwise provided

2583 for in these Bylaws. The general fund may be divided
2584 into operating and reserve divisions at the direction of
2585 the Board.
2586
2587 **Section 3. Investment Fund:**
2588 The Investment Fund consists of the Reserve and
2589 Project accounts and shall consist of all funds invested
2590 by the AGD. Access to this Investment Fund will
2591 require the Treasurer's and President's signatures and
2592 approval by a 3/4 vote of the Board. Funds shall be
2593 withdrawn first from the Project Account and then the
2594 Reserve Account should this become necessary.
2595
2596 **Section 4. Emergency Fund:**
2597 The Emergency Fund consists of \$100,000 (in 2004
2598 dollars) plus accrued interest and is not to be utilized
2599 unless an emergency has caused the operations
2600 account to fall below acceptable levels. Access to the
2601 Emergency Fund will require both the Treasurer's and
2602 President's signatures.
2603
2604 **Section 5. Advocacy Fund:**
2605 The Advocacy Fund shall consist of all funds
2606 contributed to the AGD Advocacy Fund. The
2607 Legislative and Governmental Affairs and Dental
2608 Practice Councils shall have input on requests and
2609 recommendations for distribution of the funds with final
2610 approval of the Board.
2611
2612 **CHAPTER XVIII**
2613
2614 **Indemnification**
2615
2616 **Section 1.** Each officer, trustee, regional director,
2617 council member, committee member, task force
2618 member, employee, and other agent of the AGD, who
2619 was or is a party to any action suite or proceeding by
2620 reason of fact that he or she is or was an officer,
2621 trustee, regional director, council member, committee
2622 member, task force member, employee or agent of the
2623 AGD shall be held harmless and indemnified against all
2624 costs, expenses, attorneys' fees, judgments, fines and
2625 amounts paid in settlement actually and reasonably
2626 incurred by such person in connection with such
2627 action, suit or proceeding, if such person acted in good
2628 faith and in a manner he or she reasonably believed to

2629 be in, or not opposed to, the best interests of the AGD,
2630 and, with respect to any criminal action or proceeding,
2631 had no reasonable cause to believe his or her conduct
2632 was unlawful, provided that no indemnification shall be
2633 made in respect to any claim, issue or matter as to
2634 which such person shall have been adjudged to be
2635 liable for negligence or misconduct in the performance
2636 of his or her duty to the corporation, unless, and only to
2637 the extent that the court in which such action or suit
2638 was brought shall determine upon application that,
2639 despite the adjudication of liability, but in view of all the
2640 circumstances in the case, such person is fairly and
2641 reasonably entitled to indemnity for such expenses as
2642 the court shall deem proper. The indemnification
2643 provided by this chapter shall insure to the benefit of
2644 the heirs, executors, and administrators of such person
2645 entitled to the indemnification under this chapter.
2646
2647 **CHAPTER XIX**
2648 **Amendments**
2649
2650 **Section 1.** The Bylaws may be amended by an
2651 affirmative vote of two-thirds (2/3) of the delegate
2652 members present and voting at the annual meeting of
2653 the House of Delegates, provided that the substance of
2654 all proposed changes have been published to AGD
2655 members at least 30 days before said meeting on the
2656 AGD Web site and links to the proposed changes will be
2657 headlined thereon.
2658
2659 **Section 2.** Amendments of these Bylaws shall be
2660 proposed only by the Board, the Constitution and
2661 Bylaws and Judicial Procedures Council, any
2662 constituent or component AGD, or any twenty-five (25)
2663 active or emeriti members, provided submission is
2664 made to the secretary at least sixty (60) days but not
2665 more than one hundred and twenty (120) days prior to
2666 the annual meeting of the House of Delegates.
2667
2668 **Section 3.** The secretary shall be responsible for
2669 ensuring the timely updating of the Web site of the
2670 proposed amendments at least thirty (30) days prior to
2671 said meeting and ensure that AGD publications include
2672 written announcement of the location of proposed
2673 Bylaws statements.

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The Board
Policy Manual
is a separate
document.

1 **Letter from the Governance Review and Evaluation Committee**

2
3 **Dear House of Delegates, Board and leaders in the AGD,**

4
5 Recently there has been many issues with the cost, size, and makeup of governance in the
6 Academy of General Dentistry. At 17-18 Board meeting III, the Board passed an AIR regarding
7 the formation of a committee to evaluate governance in detail. The President nominated the five
8 members of the committee, who were in turn approved by the Board. The name of this
9 committee is the Governance Evaluation and Review Committee (GERC). The following charge
10 has been given to this committee:

- 11
- 12 1. The Governance Evaluation and Review Committee will consist of five members,
13 including the chair for a three (3) year term with the opportunity to be reappointed for a
14 second three (3) year term. The members of the committee will be Trustees from the 17-
15 18 Board. There will be five (5) Trustees, one (1) of whom will have been a Regional
16 Director within the last two years, and consultants who will consist of the: president,
17 president-elect, vice president, Regional Director Chair, Future of General Dentistry
18 Committee Chair and the AGD Executive Director, or their designee. If one of the
19 aforementioned Trustees ascends to an Executive Committee office during their term on
20 the committee, such ascension shall be considered resignation from the committee. In
21 case of such resignation, the president shall nominate a replacement Trustee consistent
22 with the other provisions of this policy. This is also applicable to the RD, FGDC and any
23 other consultant. Consultants will change annually based on the members within the
24 positions. Members will be named by the current president in consultation with the
25 President-Elect and Vice-President and ratified by the Board.
26
 - 27 2. It will be the duty of this committee:
28
 - 29 a. To evaluate and review the entire AGD governance and leadership structure and
30 responsibilities.
 - 31 b. Review all governance structure of the AGD, including but not limited to, Board,
32 Regional Directors, Councils, Committees, Task Forces, Division Coordinators,
33 House of Delegates, Regions, Constituents, and any other AGD agency
 - 34 c. To evaluate and make recommendations for improvements, if deemed necessary, in
35 the structure, size, and use of any AGD agencies including, but not limited to, Board,
36 , Regional Directors, Councils, Committees, Task Forces, Division Coordinators,
37 House of Delegates, Regions, and Constituents.
 - 38 d. Review governance structure of other similar organizations, especially similar sized
39 organizations, including dental organizations
 - 40 e. Contact all AGD agencies and appropriate members of those agencies involved with
41 the governance structure for their input (potential survey)
 - 42 f. Review numbers, terms, and duties of all of the above
 - 43 g. Review the process of AGD election of officers and of delegate selection

- 1 h. Review and recommend, by AIR approved by the Board then the House of Delegates,
2 any necessary changes in the Bylaws required for any changes that might be
3 recommended by the Committee as a result of this extensive review.
- 4 i. Evaluate any financial implications of any changes proposed during this process and
5 include these financial implications in any AIR presented.
- 6 j. Evaluate any repercussions or other changes necessary as a result of any
7 recommended changes.
- 8 k. A formal report will be submitted to each face-to-face meeting of the Board with
9 opportunity for report and discussion at interim meetings and AIRs to be presented as
10 appropriate.
- 11 l. To adhere to the Sunset Review Process and Schedule outlined in Policy Type V.:
12 Board Policy Statements.
- 13 m. Each Council and Committee shall evaluate the revenues and expenses of all its
14 programs and services annually during the fall to be included as part of the budget
15 process. Additionally, each Council and Committee shall provide a complete revenue
16 and expense analysis to the Board at the Board Meeting IV at least every three years,
17 beginning 2019.
- 18 n. AGD staff will send out to each council, committee, or other agency member along
19 with any member collaborating on any AGD business the Code of Conduct form to be
20 completed by said individual at the beginning of each governance year. Each covered
21 individual will submit to their staff liaison an accurately completed form, including
22 particular attention paid to any companies that may have remunerated said covered
23 individual and subsequently reported such remuneration to the federal government's
24 reporting structure under the Sunshine Act. The staff liaison will compile all of their
25 individual's forms, and share them with their chairperson and also the executive
26 office staff, who will in turn, forward them to the Audit Committee for further
27 review.

28
29 3. The Governance Evaluation and Review Committee, will be sunsetted by the Board when
30 its charge has been completed.

31
32 The members of this committee will review all phases of leadership in the AGD governance
33 process. With all your help, our committee will strive to put together a plan to help the AGD be
34 more efficient along with a more frugal governance structure. A survey put together from a
35 previous survey, suggestions by the EC and Trustees has been constructed. Please investigate
36 yourselves and answer these questions with the thought of what is best for the AGD. As always
37 please remember our core directives: Education, Membership, and Advocacy. Let's see how our
38 governance can improve on the future of all of these.

39
40 Thank you all for what you do for dentistry,

41
42 Members of the Committee:

43
44 Drs. Guy Hansen Region 11 Trustee
45 Michael King Region 6 Trustee

1 Robert Kozelka Region 8 Trustee
2 Robert Gehrig Region 20 Trustee
3 John Olsen Region 9 Trustee and the Chair of the GERC
4

5 **From:** Dr. John Olsen [mailto:olsen.j.a@att.net]
6 **Sent:** Thursday, September 27, 2018 5:12 PM
7 **To:** Guy M. Hanson, DDS, MAGD <guy@drguy.com>; Dr. Bob Kozelka <rskozelka@gmail.com>
8 **Cc:** Daniel Buksa <daniel.buksa@agd.org>; rdgehrig@comcast.net; Dr. Michael King
9 <mikekingdds@eplus.net>
10 **Subject:** Re: GERC Zoom

11
12 Thank you all for your input
13 Dan I agree with the additional thoughts and edits
14 Please send it through ASAP so we can get this in the HOD manual
15

16
17 John Olsen DDS, MAGD, DICOI Master in the Academy of General Dentistry;
18 Region #9 Trustee of the Academy Of General Dentistry;
19 Diplomat of the International Congress of Oral Implantology
20