**AVAHO COMMITTEE REPORTS**

**EXECUTIVE COMMITTEE**

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| **Committee Chairperson**  | Mary L. Thomas, Board President |
| **Period of Time Covered** | 10/1/16-9/30/17 |
| **Summary of Committee Activities**  | *This year, the Executive Committee focused its efforts on analyzing our current business processes to determine where modifications were needed. Our activities were reported to the Board monthly. We feel confident these actions facilitated decision making for the Board and have made an impact on implementing various components of our strategic plan.*Specific activities performed:1. Enhanced our understanding of non-profit regulations
2. Conducted a SWOT analysis of the organization
	* Strengths include: unique veteran-centric mission, multidisciplinary membership, multidisciplinary conference
	* Weaknesses include: reduced transparency in business practices, limited administrative oversight, limited financial reserves
	* Opportunities include: increased research collaboration, enhanced relationship with oncology field advisory committee,
	* Threats include: poor reporting structure, little solid financial revenue
3. Reviewed current policies & procedures and noted deficiencies
4. Vetted applications, made recommendation to Board and received board approval to hire accounting firm
5. Requested Board approval to hire a part-time executive director
	* Solicited applications, conducted interviews, made recommendations to Board for hire, drafted contract
6. Renewed contract with *Federal Practitioner*
7. Requested more detailed budgets with specific line item for both expenses and revenues
8. Reviewed progress of web design with Board and recommended a change in design strategy
9. Conducted three meetings with industry colleagues to discuss funding challenges and enhanced partnership opportunities
10. Drafted official contract for Administrator position
11. Assisted Administrator with logistical issues related to conference (2017, 2018)
12. Encouraged progress in developing and implementing strategic plan
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**COMMUNICATIONS COMMITTEE**

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| **Committee Chairperson**  | Tony Quang, MD |
| **Period of Time Covered** | 10/1/16 – 9/30/17 |
| **Summary of Committee Activities**  | 1. Website: The website continues to be a work in progress, there is a need for more pictures, links, and other updates. A new designer has been hired; the new Executive Director will work in tandem with this designer to achieve the website’s new look and features.
2. Branding: The Board of Directors recognizes the need for new marketing materials, social media strategies, and web-based solutions to fully support its members. A budget request of $5,000 was approved to work with a branding firm to implement new logo and branding standards.
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**EDUCATION COMMITTEE**

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| **Committee Chairperson**  | Anita Aggarwal |
| **Period of Time Covered** | 10/1/16-9/30/17 |
| **Summary of Committee Activities**  |  1. During last year’s AVAHO meeting (September 2016, in Dallas), we initiated partnership with PleXus Communication to broaden AVAHO’s educational activities to provide CME/CE beyond our annual conference.
2. CME/CE-Accredited Educational Activities:
* AVAHO endorsed CME/CE accredited education program entitled “*Applying Existing and Emerging Research Findings in Advanced Prostate Cancer to Optimize Patient-Centered Management Strategies”* at 46th Kimbrough Society of Government Service Urologists Annual Meeting held in San Diego on January 14, 2017.
* Charles Ryan, MD and Evan Y. Yu, MD were the speakers. Meeting was well attended. This program was videotaped and is available online for CME/CE credit. You can access the program at:

<http://pro-c.me/courses/index.html?collection=180200332&presentationid=p1>. AVAHO received $5000 from Plexus from this activity.1. AVAHO with the collaboration of PleXus communications, *The Federal Practitioner*, WSI PBG, Inc and Rush University is implementing a series of non-promotional, clinically relevant accredited educational activities presented by nationally recognized faculty and developed for the specific educational needs of healthcare providers who care for active and non-active military personnel.
2. PleXus Communication developed 3 educational non- promotional projects, funded by educational grants from several pharmaceutical companies which were reviewed by the program committee and edited according to our veteran’s needs. These projects are as entitled below:
* “Current Treatment Strategies for Advanced Prostate Cancer: Sequencing Therapies and Incorporating Novel Approaches”
	+ Matthew Rettig, MD (Program Chair) and other prostate cancer experts will be presenting a series of live 1-hour CME/CE. There will be a total of 15 live programs. First program was held on August 24th. Plexus is working with Federal Practitioner to develop an accredited manuscript based on this program that will be available in print and digital format to all Federal Practitioner subscribers. A link to the digital version of the accredited manuscript will also be available on AVAHO’s website. AVAHO will receive $7500 from Plexus for this grant.
* “Treatment of Multiple Myeloma in a Rapidly Evolving Therapeutic Landscape” has also been recently approved and received educational grants from 3 pharmaceutical companies. There will be a total of 15 live programs. Plexus is working with Federal Practictioner to develop an accredited digital manuscript. A link will also be available on AVAHO’s website. AVAHO will receive $7500 from Plexus for this grant.
* “Innovation in the treatment of NSCLC: Expert insight into managing advanced NSCLC.”- This grant did not receive enough funding to proceed. Plans for resubmission in 2018 are in development.
* Based on the success of last year’s symposium, SGSU has requested that Plexus submit educational grants for 2 satellite symposia at their January 2018 conference. The two topics will be bladder cancer and prostate cancer. If funding is received, they would again partner with AVAHO. The fee paid to AVAHO would be $5000/topic.
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 **FINANCE COMMITTEE**

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| **Committee Chairperson**  | Karen Clark-Griffith |
| **Period of Time Covered** | 10/1/16-9/30/17 |
| **Summary of Committee Activities**  | 1. Established payment protocols and systems to expedite online receipt and bill payment.
2. Amendments to 2017 budget and 2018 projected budget approved.
3. Maintained approximately $1,200,000 in the general account. This amount provides stability for future needs, as well as a safety net for potential policy changes that may affect benefits provided to members.
4. Two members joined the finance committee- Joanne Harrington and Debbie Boyattia-Jones.
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| **Recommendations to the AVAHO Board** | * Identify 2018-19 Treasurer and Finance Committee members; select Treasurer
* Establish investment policies for additional funds in reserve
* Confirm audit for 2016-17 accounting (audit is performed every other year)
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**FUNDRAISING COMMITTEE**

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| **Committee Chairperson**  | RayAnne Dorn |
| **Period of Time Covered** | 10/1/16 – 9/30/17 |
| **Summary of Committee Activities**  | 1. Electronic grant applications submitted for funding the annual conference.
2. Committee requested a $5000 budget to assist with grant writing; this budget item was denied as new Executive Director has grantwriting experience. She will seek expertise on clinical information from volunteers and board members.
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| **Recommendations to the AVAHO Board** | The Fundraising Committee needs to build with new members; current board and committees members will be seeking volunteers. This has proven difficult as fundraising activities must take place on non-VA time.With the addition of an Executive Director, AVAHO will increase its fundraising efforts to include more grants and grant-sponsored educational opportunities. |

**MEMBERSHIP COMMITTEE**

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| **Committee Chairperson**  | Tina Gill |
| **Period of Time Covered** | 10/1/16-9/30/17 |
| **Summary of Committee Activities**  | 1. New Membership Survey:The Annual Membership Survey copy has been updated and upon approval of the Board, it can be developed into a Web Survey and sent to AVAHO members.
2. Ambassador Program:
* Created a preliminary Ambassador “job/role” description elements – what is expected at the basic level and then what could be added
* Set requirements for Ambassadors, including but not limited to: membership requirement, professional connection to AVAHO’s mission, personal commitment to AVAHO, representation of a “gap” area – states or facilities that lack representation, etc.
* Consider novel ideas for introducing AVAHO to interested parties at home facility.
* Standardized application process with a graduated award system that rewards various levels of activity and accomplishment
* Create generic PPT for use “Back Home”
1. New Member Orientation:
* AVAHO will hold a new member orientation at each annual meeting, preferably before the Friday evening reception
* New members identified in such a way that it is easy to see who they are: Special ribbons or stickers on badges or different badges for the orientation, etc.
* Several different members (representing varying disciplines) of the Membership Committee will speak informally for approximately one minute each about what AVAHO has meant to them or something positive that has happened because of AVAHO.
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| **Recommendations to the AVAHO Board** | * Recommended Membership Policy for Dues Payment/Non-Payment
* Recommend implementation of Ambassador Program in 2018
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**PROGRAM COMMITTEE**

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| **Committee Chairperson**  | Willam Wachsman, MD |
| **Period of Time Covered** | 10/1/16-9/30/17 |
| **Summary of Committee Activities**  | 1. Committee Structure and Selection:
* Selected committee roles and determined there will now be a Chair-Elect that serves as a co-chair; 1-year vs. 2-year Chair terms; inclusion of Chair emeritus as an ad hoc member; inclusion of Education Committee Chair as ad hoc member
* Members will be selected via application process by the Chair and Co-Chair
* Monthly teleconferences will be held throughout the year; Chair and Co-Chair will hold weekly teleconferences
* Program theme is determined by incoming President of AVAHO
* Keynote speakers are selected by Program Sub-Committee and are subject to advice/direction from President based on meeting theme
1. 2017 Program structure (key changes):
* An ONS course will now be offered; this is scheduled for 2017 and may continue in 2018 if supported by the committee
* Interest groups will now be 1.5-2 hours to allow optimal time for discussion. Structure is being reviewed for potential CE credit.
1. Educational grants:
* Grants will be considered to support symposia at Annual Meetings. The responsibility of applying for and securing these grants lies with the Fundraising Committee, with consultation from the Program Committee as needed/warranted.
1. Interest groups:
* Expansion of time allotted in 2017 and addition of multidisciplinary clinical interest group
* Cancer Registrar IG cancelled for 2017
1. Additional general audience presentations for future:
* VA-wide initiatives and research programs
* Central leadership presentations, to include topics such as CHOICE, policies, or other current topics selected by the Program Committee
1. Abstracts topic areas considered, with additional considered as emerge:
* Research, evidence-based practice, disease management, Workflow/Infrastructure/Workforce Issues, quality improvement, survivorship, Palliative Care, case report(s)
1. Abstract Submission process
* On-line via Professional Education Services Group (PESG)
* 66 submissions were received in 2017, each reviewed via blind review process by 3 individuals. 55 selected for presentation (10 not accepted, 1 duplicate eliminated)
* Top 5-10 to be judged at meeting for top 3 posters by 3 past AVAHO presidents for $250, $500 and $1,000 awards
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**RESEARCH COMMITTEE**

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| **Committee Chairperson**  | Drew Moghanaki, MD, MPH |
| **Period of Time Covered** | 10/1/16-9/30/17 |
| **Summary of Committee Activities**  | 1. The AVAHO research group is divided into 3 committees
	* Clinical Trials
	* Palliative Research
	* Health Services Research
2. The dedication of members involved in these committees remains strong, while their membership continues to grow.
3. The **Clinical Trials Research Committee** remains under the strong leadership of Julie Lynch, and now has administrative support from Krissa Caroff of NAVREF. It continues to network throughout the VA’s research infrastructure, has support from VINCI, and most importantly is directly engaged with new VA Oncology Trials program under the National Oncology Program that Julie directs. It is now engaged in over 10 national CRADA’s and is developing new processes to accelerate activation of multi-site clinical trials. It is primed to benefit from the AVAHO-NAVREF partnership, which has been approved in August 2017.
4. The **Palliative Research Committee** successfully had a proposal accepted by QUERI’s Evidence Synthesis Program to summarize the world’s literature on the value of outpatient palliative care clinics. A representative from QUERI will summarize their findings at the AVAHO annual meeting. It’s chair, Dr. Katharine Faricy-Anderson, was also recipient of last year’s $10,000 AVAHO scholarship **“**Optimization of Palliative Oncology Care within the VA Healthcare System – Assessing the Availability of Outpatient Palliative Care within VA Oncology Clinics”.
5. The **Health Services Research Committee** remains under the leadership of Elizabeth Henry and sustains a strong network of investigators to share ideas and solve difficult problems that exist when analyzing data from CDW.
6. The **Fundraising and Scholarship Committee** was disassembled, with the roles folded into the sole responsibility of the Director of Research Programs.
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| **Recommendations to the AVAHO Board** | Next year’s AVAHO Research Scholarship is poised to follow the same model of review that includes chairs of the above committees, with or without an ad hoc member from the board.  |