

## CAPA BOD meeting minutes 03/26/2022

Attendees: Shimin Hu, Jinping Lai, Zaibo Li, Xiuli Liu, Deyin Xing, Xiangdong Xu, Larry Wang, Xiaohui Zhang, Hui Zhu

Meeting from 5:00 pm to 7:30 pm CST via Zoom

1. BOD secretary and assistant secretary  
Dr. Larry Wang is elected as secretary of BOD by 9 of 9 attendees.  
Assistant secretary will be selected from the first-year BOD members and decided on the 2<sup>nd</sup> or 3<sup>rd</sup> BOD meeting.
2. 3<sup>rd</sup> year BOD member  
BOD is comprised of 8 members serving a 2-year term. Currently we have 5 second-year members and 3 first-year members. BOD has decided to elect one from the second-year members to serve an additional 3<sup>rd</sup> year. This way we can have 4 first-year and 4 second-year BOD members for the following terms.  
BOD agrees that the 3<sup>rd</sup> year member should be decided by the Election Committee, likely through a special election.  
Dr. Larry Wang will contact the chair of election Committee to discuss this issue soon.
3. CAPA organizational structure review  
We discussed last year (2021-2022) CAPA organization chart. The possibility of placing the CAPA President under BOD in the chart has been raised. However, more research is needed before we make permanent changes to the chart (such as reviewing organizational chart of other large pathology societies such as USCAP and talking with Bylaws committee chair). We will discuss this again in the 2<sup>nd</sup> BOD meeting.
4. Subcommittees  
We discussed the numbers and functions of committees and subcommittees. There are concerns that some committees and subcommittees are not necessary and can be combined with others. CAPA president, Dr. Xiuli Liu will look into this issue.
5. International collaboration committee (ICC)  
Although the International collaboration committee was originally set up to plan a relatively stable collaboration between CAPA and Chinese Society of Pathology (CSP), international collaboration is necessary and should not be only limited to collaboration with Chinese Society of Pathology (CSP).

To facilitate smooth and stable collaboration between CAPA and international organizations (including CSP), the proposal of forming a core team comprised of ICC chair/co-chair (2-year term), CAPA President (1-year term), and Chair of Education committee (1-year term) is agreed on by all attendees.

The Chairs of ICC shall plan the proposals of collaborations of their term of office, and then according to the proposals, select ICC members from subspecialty subcommittees of education committee from that year.

6. EC members

All attendees agreed on the Executive Committee members proposed by Dr. Xiuli Liu. These include: Xiuli Liu, Marylin Bui, Zaibo Li, Xiaoxian Li, Linsheng Zhang, Zenggang Pan, and Huihong Xu.

7. Major tasks for the year

Dr. Xiuli Liu talked about major tasks for this coming year, including continuing the existing CAPA educational programs, promoting teaching excellence, creating educational section on CAPA webpage to host educational materials, applying for USCAP companion society, and others. We are looking forward to a busy and prosperous year of 2022-2023.

A) Continuing the existing CAPA educational programs

B) Promoting teaching excellence by doing a workshop on lecturing skills under peer support/professionalism committee

C) Adding an "Education" tab to the CAPA homepage to host educational materials

a. Ask the speakers to share their presentation/contents to improve teaching efficiency and ask speakers to share pdf files of their lectures

b. How long the speakers would like to have their PDF file on the website (1 year?)

c. Propose to have disclaimers developed; disclaimers may include no conflict of interest, no commercial material, no quality control of lecture content, etc.

d. Recommending but not requiring CAPA template to be used by speakers/lecturers

e. Content under the "Education" tab is only accessible to CAPA members

D) Applying for USCAP companion society status

a. Companion society status application is multi-step process including USCAP Education committee review, USCAP BOD vote

b. Application submitting deadline is around 10/2022

c. Still a lot of work to do to prepare for this application package

d. We need to submit a strong application in and evaluate financial situation/impact. One key component of application is a strong educational program.

e. Bill, Marilyn, Zaibo, and Xiuli will lead the efforts

E) Establishing efficiency improvement subcommittee to share experience on how to improve clinical and practice efficiency in real world.

a. Starting with few subspecialties as proof of concept and pilot project

b. Need to find CAPA members with passion in this aspect of pathology practice and the pilot project may focus on non-neoplastic entities

c. Approach would be similar to CAP (educational and publication committee) or other standard protocol review

d. Can start with CAPA member survey

e. This process may yield review articles or publications; Archives publish similar articles regularly (PMID: 33351901; PMID: 27479334, et c.)

F) Exploring the possibility of weekend subspecialty diagnostic courses for Chinese pathologists through educational collaboration with key medical schools and pathology societies in China.

- a. This should be led by the Education committee, the International Collaboration Committee (ICC), or a joint effort of Education committee and ICC? ICC will be discussed separately after this meeting.
- b. Traditionally, all educational activities have been traditionally successfully handled by the Education Committee.
- c. A meeting involving ICC chair/co-chairs, CAPA presidents (Xiuli, Marilyn), BODs (secretaries) and ECs (secretaries) will be held after USCAP meeting and this BOD meeting (Date-to-Be Determined)

G) Preparation of an open letter to call for committee chair/co-chair positions

- a. Criteria for new subspecialty may need some flexibility
- b. This letter will be sent out to all CAPA members via email and CAPA members Wechat group in the week of March 28<sup>th</sup>
- c. This may be discussed on the first town hall meeting on early April of 2022

H) CAPA organizational/leadership chart review

- a. Four new committees and subcommittees were proposed
  - i. Pathologists of Chinese descendant subcommittee: aims to recruit pathologist of American Born Chinese (ABC)
  - ii. Public Relations/Social Media Committee: aims to promote CAPA in social media beyond WeChat
  - iii. Efficiency Improvement Subcommittee aims to improve practice efficiency and standardization of anatomic pathology
  - iv. Weekend Subspecialty Diagnostic Subcommittee aims to provide subspecialty pathology courses for Pathologists in China

8. Proposals by bylaw committee

By-law committee submitted 9 proposals to BOD of 2021-2022. BOD of 2021-2022 felt some of these items be better handled by the BOD of 2022-2023. These include: 1) for BOD voting, any decision needs at least 6 votes to support; 2) The president is not allowed to lobby BOD members for any CAPA award, major decision, etc.; 3) involving more CAPA members in the president election process; 4) expanding membership to non-MD pathologists; 5) changing the timeline for CAPA elections; 6) immediate past president shall not serve in EC or any committee; 7) former president should not become a current EC member after he or she steps down; 8) BOD members shall not serve in EC; 9) BOD members shall not serve as committee chair. Proposals on items 4 and 5 were voted and agreed upon by the BOD of 2021-2022 also voted by CAPA members during the election in January of 2022.

Some of the proposals on other items are discussed at the meeting by BOD. We will discuss and vote on Wechat group.