



Improving lives through the prevention and
treatment of anogenital & HPV-related diseases

ASCCP Board Meeting
Conducted via Zoom
July 17, 2023

Summary

- Dr. Khan presented the treasurer's report, highlighting a projected overall loss of \$220,000 at the end of the fiscal year largely due to losses associated with the annual meeting.
- Dr. Downs discussed his plan to have the leadership of the enduring guidelines group issue an interim statement on extended genotyping and would update the board at the next meeting on the status of this effort.
- Ms. Curtis noted that the next annual meeting will be co-located with a COMP Course in an effort to maximize efficiencies and cut costs. If this works well, she suggested, ASCCP follow this model going forward.
- Ms. Curtis noted that the COMP Course in Spanish has launched and that she was currently engaged in promotional efforts.
- The board agreed that, rather than creating a task force to focus on the WHO cervical cancer elimination initiative, the board would instead focus on highlighting the society's existing efforts that align with WHO's goals and seek opportunities to engage with other collaborative efforts around the initiative to ensure ASCCP's visibility in this effort.
- Dr. Chelmow discussed the work that he and Dr. Marcus have done to standardize ASCCP clinical documents and the processes associated with document development and review.
- Dr. Khan discussed her proposal to incorporate IANS screening guidelines to the ASCCP mobile app and received support from the board to initiate a conversation with IANS and discuss financing.
- Dr. Downs discussed a plan to formalize the process of selecting program directors.

I CALL TO ORDER

Dr. Downs called to order the meeting of the Board at 7:31 pm ET.

II ATTENDANCE

The following persons were present: Patty Cason, Christine Conageski, David Chelmow, Levi Downs, Lisa Flowers, Lisa Gabor, Francisco Garcia, Michelle Khan, Jenna Marcus, Akiva Novetsky, and Beth Stier

Absent: Jacob Bornstein, Erin Nelson, Peter Schnatz, and Amy Wiser

Staff: Kerry O. Curtis, Cari Price

Guests: Rebecca Boland, Kemal Cankaya

III DISCLOSURE STATEMENT

Dr. Downs read the disclosure statement included in the meeting agenda.

IV APPROVAL OF MINUTES

Dr. Chelmow made a motion to approve the minutes from the May 4, 2023 meeting, and Dr. Novetsky seconded the motion. The motion passed unanimously.

V TREASURER'S REPORT

Dr. Khan presented the treasurer's report reflecting the eight months ending May 31, 2023, referring to the financial statement found on page 14 of the board book. Total cash reported was \$1.75 million—\$506,000 in the operating account, and \$1.255 million in short-term investments. She noted that \$250,000 was transferred out of Merrill Lynch to cover hotel costs for annual scientific meeting. Dr. Khan noted that long-term investments, at approximately \$5.3 million, reflected an \$8,000 decrease due to a down market that has experienced some recovery.

Ms. Boland noted total assets of \$7.33 million and liabilities of \$447,000, the latter primarily due to deferred registrations, deferred dues and exhibit income relating to future meetings. Total revenue for this period was \$1,620,000 vs \$2,120,000 budgeted, with unrealized gains on the portfolio amounting to \$585,000. Expenses for that same period were \$1,600,000 vs \$2,100,000 budgeted, with projected expenses of \$2,237,000. Ms. Boland noted a \$31,000 surplus for the six-month period but projected an overall loss of \$220,000 at the end of the fiscal year due to low attendance and increased food and beverage minimums for the scientific meeting.

In response to a question from Dr. Downs, Ms. Boland explained that the financial accounting

for the scientific meeting has been finalized, with \$372,000 revenue versus \$465,000 budgeted, with the variance as a result of the loss of grant income (\$100,000 under budget). Expenditures were \$526,000 versus a budget of \$536,000. She noted that a loss of \$200,000 was initially budgeted, while the actual loss amounted to \$154,000. Ms. Curtis indicated that this was the first time the annual meeting operated at a loss during her tenure. Dr. Novetsky asked about expected F&B costs for future meetings, and Ms. Curtis indicated that F&B would be \$50,000 lower in 2024, explaining that contract renegotiations following COVID disruptions resulted in exceptionally high F&B costs in 2023. She added that hotel attrition due to lower attendance also played a role in the loss.

Ms. Boland and Mr. Cankaya left the meeting.

VI EDITORIAL REPORT

In absence of Jacob Bornstein, Dr. Downs stated that there would not be an oral editorial report, and referred the board to the report starting on p. 155 of the board book.

VII OLD BUSINESS

a. Enduring Guidelines

Dr. Francisco Garcia reported on the progress of the guidelines group on dual stain and indicated that a work product on extended genotyping should be available to review by the 2024 annual meeting.

Dr. Downs noted that while the board voted at its last meeting to move forward with an interim statement on extended genotyping, the leadership team of the enduring guidelines group asked that ASCCP to hold off. He stated that at his most recent meeting with the leadership team, he proposed that, when new technology is released, the enduring guidelines team issue its own statement that explains that the technology will be evaluated and offer a timeline for the evaluation process. Dr. Downs indicated that his suggestion was supported by Debbie Saslow, but not all members of the team. The group will discuss this further at the next quarterly meeting. He shared his goal to build more unity in the guidelines group and suggested that ASCCP publishing its own statement would impede that.

Dr. Garcia stated that the guidance from the board was clear on this issue and thus input was needed from the board to deviate from the plan, but shared his opinion that this would be a good path forward. Dr. Novetsky agreed the approach was reasonable and would lead to better working relationships, but suggested the need to broadcast work in progress, citing the example of USPSTF. Dr. Downs agreed and suggested ASCCP can outline this process once the leadership group agrees to the idea. Dr. Novetsky noted the need to ensure that the interim statement produced would reach relevant stakeholders, and Dr. Garcia suggested a multichannel approach that would include not only the journal and ASCCP website, but dissemination through ACS and

other partners.

Dr. Chelmow expressed his support for a collaborative approach but suggested that if this doesn't work in a timely fashion and doesn't address ASCCP member needs, the board should reserve the right to issue its own statement. Dr. Downs agreed, noting it would be discussed at the September 12th meeting.

b. 2024 AM—Schedule Changes

Dr. Downs noted that, in response to an email from a board member about increasing the diversity of the program committee, Erin Nelson was invited to join Peter Schnatz and Alan Waxman as a third program director.

Ms. Curtis discussed significant changes for the annual meeting in New Orleans, including the elimination of the pre-courses and a change to the schedule, with the meeting starting at 1:00 pm on Thursday and ending by Saturday evening. To offset costs, she noted, a COMP Course would be co-located with the meeting to ensure room and F&B commitments are met. Additionally, faculty crossover on the two events allows for savings in travel costs. If this model proves successful, she suggested, ASCCP follow this model going forward.

Dr. Conageski asked about the impact to the COMP Course, and Ms. Curtis indicated that, if this model is successful, the summer COMP Course would be dropped in favor of adding a co-located course to the annual meeting, as the summer course typically has the lowest attendance.

In response to a question from Dr. Marcus, Ms. Curtis noted that the COMP Course and annual meeting typically attract distinct audiences, but at the co-located meeting they would share the networking and meal functions. Dr. Marcus suggested considering a strategy to offer a package or discounted rate, either virtual or in person, for both events. Dr. Garcia noted the advantages of efficiencies with co-location, and the opportunity to engage course participants and make them enthusiastic about becoming members.

c. Spanish COMP Course

Ms. Curtis noted that the COMP Course in Spanish has launched and that she was currently engaged in promotional efforts.

d. ASCCP WHO Task Force

Dr. Downs cited discussion at the last board meeting regarding SGO's commitment to partner on WHO's effort to eliminate cervical cancer, and a proposal that ASCCP consider a task force for a similar effort. He indicated that he was not enthusiastic about creating another effort when there were other projects of great priority. He suggested the society could simply make a statement on its support of the WHO goal and outline its work in that area without a task force.

Dr. Flowers agreed that a task force wasn't needed when other issues are more pressing. Dr. Garcia suggested coordinating with the efforts of others and ensuring ASCCP has a seat at the table, noting an effort by the office of science and technology in the White House as an example of an appropriate platform for ASCCP to do so. Dr. Downs agreed that ASCCP leadership was involved in various relevant efforts in partnership with teams that are aligned with the WHO goals and thus creating yet another separate initiative wasn't necessary.

Dr. Khan also agreed that a task force wasn't needed, but cited a concern raised at the last Board meeting that ASCCP was not invited to participate in the vaginal dysplasia guidelines process, suggesting some formalized effort was needed to ensure ASCCP wasn't left out of the conversation. Dr. Stier asked about the agenda for the proposed task force, and Dr. Downs suggested it could be charged with scanning the environment to see what other groups are doing, or compiling content for the website that would demonstrate ASCCP's efforts to reach WHO goals in the US and globally. Dr. Chelmow echoed Dr. Khan's concerns about ASCCP being marginalized and missing an opportunity to be visible. He suggested summarizing ASCCP's work in this area and defining the gaps. While a committee might not be needed, he noted, ASCCP should engage and be visible in this space. Dr. Flowers asked about social media outreach and Ms. Price indicated that falls on the membership committee and that a part-time staff member was hired to manage social media. Dr. Conageski agreed with Dr. Chelmow on the need to be visible and suggested publishing a statement on the website about ASCCP's work toward WHO goals. Dr. Chelmow acknowledged that ASCCP addressed these goals through its strategic plan and suggested laying out elements of the plan for members on the website and possibly through an editorial in the journal as well.

Dr. Garcia assessed the primary concern to be a communications issue, while Dr. Novetsky added the need to continually scan the field to identify relevant efforts, and proactively involve ASCCP in order to stay relevant. Dr. Downs indicated that he wanted this to be on the agenda for the next presidential meeting.

VIII NEW BUSINESS

a. LLETZ Terminology/W. Prendiville

Dr. Downs discussed a letter to the editor of the journal asking ASCCP to move from the term LLEP to LLETZ. Dr. Bornstein and the associate editors discussed the issue and expressed preference for LEEP, but asked the board for their support of this decision. Dr. Downs noted that LEEP is more comprehensive, and Dr. Flowers agreed that there was no need to change the term. Ms. Curtis will follow up with the Editor in Chief.

b. Clarity Statement

Dr. Downs referred to his clarity statement on page 179 of the board book, describing ASCCP's work on the "full continuum of management, education and advocacy." He

noted that the EC supported the statement and that he wanted support from the board as well. Dr. Garcia suggested a motion affirming that the board reviewed and endorsed the clarity stated as written. Dr. Chelmow made the motion and Dr. Khan seconded. The motion passed unanimously.

c. ASCCP Documents—Definitions and Processes

Dr. Chelmow indicated that he Dr. Marcus created a format for a limited number of document types and a process for how they are developed, largely following the current standard for guidelines development. Thus far they have defined three document types—recommendations, committee opinions, and practice opinions. In terms of process, he noted, they have followed the IOM as much as possible and have placed the practice committee in the center. Dr. Chelmow indicated that the process is ongoing as there are other issues to be decided (e.g. topic selection). Dr. Downs asked staff to circulate the document to the Board so they may provide thoughtful comments.

Dr. Khan highlighted the burden on staff for coordinating and organizing groups around the development of these documents and asked if an associated budget for staff time was being proposed as well. Dr. Downs proposed that Ms. Curtis work on an estimated budget for each type of document (administrative support, open access). Dr. Downs expressed a desire to have the board vote on this at the October board meeting.

d. IANS Guidelines in App/Proposed Funding

Dr. Khan discussed her proposal to incorporate IANS screening guidelines to the ASCCP mobile app. She suggested that this could be mutually beneficial, offering IANS a platform and possibly drawing new users to the app, as providers who do anal dysplasia come from diverse fields. The collaboration could also affirm ASCCP's reach on anogenital conditions, not limited to the cervix. Dr. Khan suggested the possibility of grant funding to implement this, with proceeds from app sales used for future updates.

Ms. Cason expressed support for the idea and pondered other additions, such as DES screening recommendations. Dr. Chelmow cautioned that any discussion would be preliminary as ASCCP hasn't seen or endorsed the guidelines. He suggested the need to examine the business model and assess whether incremental costs would be covered by a grant and new subscribers. Dr. Downs agreed that a first step would be the endorsement of the IANS guidelines. To Ms. Cason's point, he suggested that the question about incorporating anything that is expert opinion or advisory could come after the standardized approach to ASCCP documents is finalized. Dr. Marcus noted this could open up the app to topics like vulvar dysplasia among others, but cautioned about the added complexity for users.

Dr. Novetsky noted that the IANS guidelines are about screening, and while the app has an option for screening, its focus is management. He suggested that, assuming the board endorsed the guidelines, that simply adding a link in the app would be simpler and cost effective. Dr. Stier agreed that adding the guidelines to the app would be a very viable

way to implement them and Dr. Garcia expressed excitement about the opportunity to be more deeply involved in this space. He noted that Dr. Khan was seeking permission from the board to begin an official dialogue with IANS to explore possibilities and suggested there was sufficient information to support deeper engagement with the understanding that the board will receive more specifics in the future.

e. Selection of Program Directors

Dr. Downs discussed the need to formalize the process for choosing program directors (PDs) for the annual scientific meeting and suggested creating a nominating committee comprised of the current president-elect and treasurer. In January, they would nominate PDs for the following year for the board to approve in January. This would allow the treasurer to help select the PDs for the meeting over which they would preside.

Dr. Novetsky suggested that, if neither of the two people chosen as PDs have served in that role before, a recent PD might be selected to serve in an advisory role. Dr. Khan agreed with the idea of formalizing the process and ensuring diversity among those chosen in all aspects (e.g. race, gender, degree, and specialty). Ms. Patty Cason agreed with the idea of codifying the process and echoed Dr. Novetsky's comments about the need for prior experience in the role. Dr. Downs indicated he would have a proposal for the board to vote on in October.

IX CLOSING REMARKS

The next board meeting is scheduled for October 7, 2023, at the Royal Sonesta (Inner Harbor in Baltimore, MD.) Board members can contact Liesl Robinson (lrobinson@asccp.org) regarding travel.

X ADJOURNMENT

Dr. Garcia made a motion to adjourn and Dr. Stier seconded. The meeting was adjourned at 9:27 pm EDT.