ACRP

FOR LEARNING FOR LISTENING FOR LIFE

2022 ACRP New Trustee Orientation

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Welcome

ACRP Board of Trustees (ABoT)

David Morin, Chair
Christine Senn, Vice Chair
Elisa Cascade, Chair, Governance Committee

ACRP Staff

Susan Landis, Executive Director and ABOT Secretary
Christy Herz, Director of Governance & Operations

New Trustees

Mo Ali, Tiffany Mayo, R'Kes Starling

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New Trustee Mentors

New Trustee	Mentor
Mo Ali	Anne Blanchard
Tiffany Mayo	Deborah Driscoll
R'Kes Starling	Sergio Armani

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Agenda

- Welcome & Introductions
- ACRP Members, Mission, and Objectives
- ACRP Finances
- ACRP Team
- ACRP Governance
- Role of a Trustee
- Board Meetings
- Questions

ACRP's Members, Mission, and Objectives

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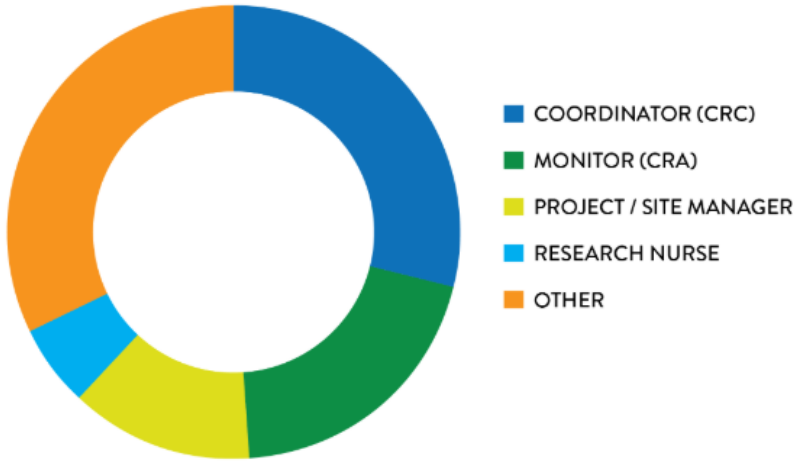
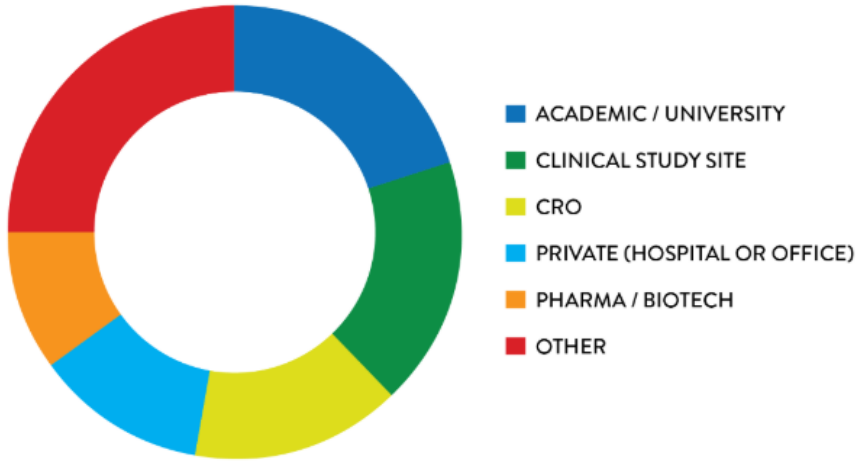
ACRP Members

ACRP's 12,000+ members in more than 70 countries are individuals working on research studies in humans. Our members are diverse and work in a variety of practice settings, roles, and specialty areas, with a wide range of experience in the field. Regardless of title, they are all clinical research professionals. What's common about them all is their dedication and commitment to promoting excellence in clinical research.

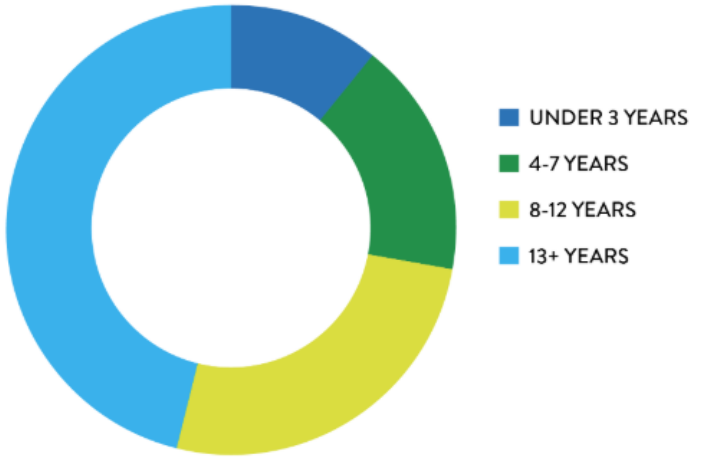
Primary Roles



Practice Settings



Experience Levels



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Mission

Promote excellence in clinical research

Vision

Clinical research is performed ethically, responsibly, and professionally everywhere in the world

Strategic Imperatives

- **Separate from the pack–from stability to sustainability to standout leader**
- **Provide a delightful Member & Certificant experience**
- **Amplify ACRP as a leader in CRP workforce development**

Reason For Being

Comprehensive training and development programs that support advancement for clinical research professionals around the world

A community that supports you in your CRP career, commitment to excellence in clinical research, and as a vital contributor to better health outcomes for all

An Association leading the way to **address the critical need for a diverse and research-ready** clinical research workforce

Maintain Financial Stability & Ensure Association Sustainability

- Monitor financials; deliver on budget
- Good business management accounting practices
- 2020/21 audit
- Strategic planning

Ensure a Delightful Member & Certificant Experience

- Reinforce ACRP value proposition for membership and Certification
- Move from transactional to community connection
- Successful Conference
- AMS

Establish ACRP as the Leader in CRP Workforce Innovation

- Evolve PWA
- Further Develop B2B Programs
- Continue Strategic Alliances

Ensure ACRP Staff are Happy & Growing

- Support Remote Working
- Growth & Development Opptys

ACRP Finances

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Financial Review–Key Points

- Completed 2019 Review and 2020 Audit
  - No material findings
- Applied and approved for two rounds of the Small Business Administration's Paycheck Protection Program (PPP) loans during COVID-19 crisis
  - Offset loss on staffing salaries and rent, freeing other funds to support operations
  - First PPP loan forgiven; second expected late Q4 or early Q1'22
- Significant returns on ACRP Investment Portfolio
- Undertaking significant investment in new Association Management System to improve member experience
  - $500,000+ investment in ACRP membership experience
  - Expected to launch in early Q3'22

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Association of Clinical Research Professionals
Statement of Activities
As of October 31, 2021

	Year To Date 10/31/2021			Prior Year To Date 10/31/2020	Prior Year Variance	Projection FY 2021	Oct Actual Varance from Projection	Annual Budget For YE 12/31/21
	Actual	Budget	Budget Variance	Actual	Variance			
Revenue								
Membership	1,301,587	1,490,836	(189,249)	1,432,842	(131,256)	1,642,010	340,423	1,789,003
Workforce Innovation	295,443	250,000	45,443	282,430	13,014	319,225	23,782	300,000
Professional Development	880,951	905,054	(24,103)	784,945	96,006	1,268,228	387,277	1,122,847
Communications	464,137	373,500	90,637	237,165	226,972	638,486	174,349	428,000
Certification	1,725,341	1,595,000	130,341	1,279,288	446,054	1,983,476	258,135	2,025,000
Meeting & Expo	500,178	613,000	(112,822)	306,257	193,921	345,772	(154,406)	622,000
General & Administrative	3,210	34,500	(31,290)	192,906	(189,697)	2,570	(640)	38,000
Discounts	(126,833)	0	(126,833)	(5,606)	(121,227)	(122,960)	3,873	0
Total Revenue	**$ 5,044,014**	**$ 5,261,890**	**$ (217,876)**	**$ 4,510,227**	**$ 533,787**	**$ 6,076,807**	**$ 1,032,793**	**$ 6,324,850**
Expenses								
Personnel Expense	2,626,356	2,337,638	288,718	2,234,450	391,906	2,804,783	178,427	2,756,156
Marketing	331,831	410,667	(78,836)	407,885	(76,054)	473,319	141,488	491,500
Continuing Education Expense	4,412	8,750	(4,337)	11,257	(6,844)	1,209	(3,203)	8,750
Exam Expenses	400,099	406,000	(5,902)	546,137	(146,039)	476,314	76,215	408,763
Professional Services	839,442	878,294	(38,852)	620,012	219,430	871,550	32,108	1,019,902
Computer Expense	372,368	508,361	(135,992)	471,992	(99,624)	607,185	234,817	739,700
Audio & Visual	18,799	0	18,798	33,282	(14,483)	18,798	(1)	0
Decorator Expense	108	0	108	23,019	(22,911)	129	21	0
Food & Beverage	229	0	229	11,196	(10,967)	4,229	4,000	4,000
Honoraria	4,485	22,500	(18,015)	19,302	(14,817)	13,326	8,841	22,500
Insurance	21,726	35,000	(13,274)	42,898	(21,172)	34,286	12,560	42,000
Travel	7,807	24,000	(16,193)	55,560	(47,753)	4,505	(3,302)	35,000
Other Program Costs	2,231	8,500	(6,269)	4,527	(2,296)	8,568	6,337	11,250
Office Expenses & Supplies	7,088	13,333	(6,245)	7,584	(496)	11,295	4,207	15,999
Dues & Subscriptions	5,784	9,167	(3,383)	17,151	(11,367)	10,808	5,024	12,501
Occupancy	153,149	224,500	(71,351)	210,827	(57,678)	318,245	165,096	316,800
Postage & Shipping	16,611	13,333	3,278	17,738	(1,127)	18,454	1,843	17,000
Printing	10,870	19,550	(8,680)	9,854	1,016	14,395	3,525	23,500
Telephone & Internet	0	0	0	10,907	(10,907)	0	0	0
Depreciation	109,909	66,667	43,242	134,285	(24,376)	80,945	(28,964)	80,000
Bank & Payroll Fees	83,646	158,846	(75,201)	33,675	49,970	143,454	59,808	190,000
Taxes	2,658	1,000	1,659	41	2,618	10	(2,648)	1,000
Unrelated Business Taxes	0	0	0	4,158	(4,158)		0	0
Management Fee	0	0	0	31,387	(31,387)		0	0
Total Expenses	**$ 5,019,608**	**$ 5,146,106**	**$ (126,498)**	**$ 4,959,124**	**$ 60,484**	**$ 5,915,807**	**$ 896,199**	**$ 6,196,321**
Change in Operating Net Assets	**$ 24,406**	**$ 115,784**	**$ (91,378)**	**$ (448,897)**	**$ 473,303**	**$ 161,000**	**$ 136,594**	**$ 128,530**

INVESTMENT SUMMARY

Morgan Stanley

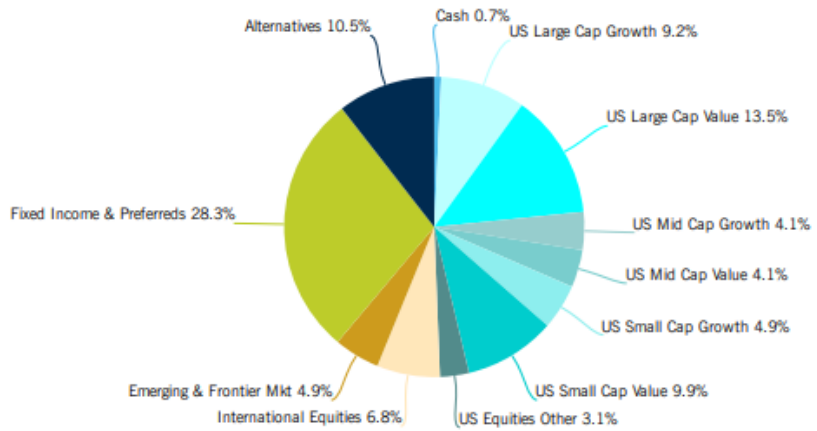
ASSOC. OF CLINICAL RESEARCH PROF. 083-XXX608 - Consulting Group Advisor

As of October 29, 2021 | Reporting Currency: USD

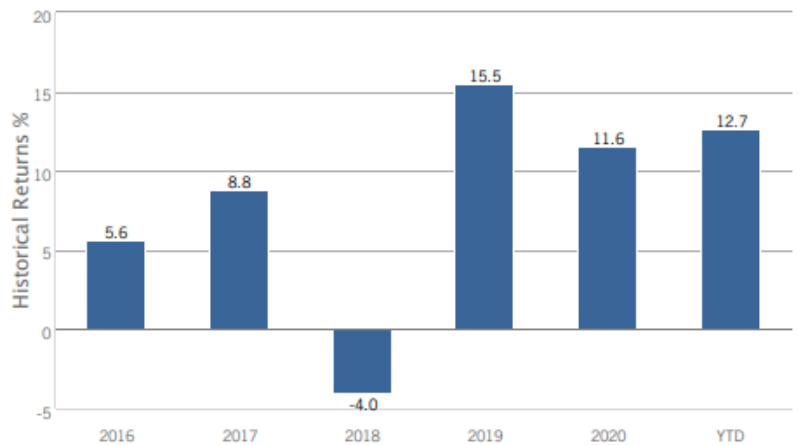
TWR % (NET OF FEES)

	Custom Period ($) 06/30/21-09/30/21	Year to Date ($) 12/31/20-10/29/21	Custom Period ($) 04/30/16-09/30/21
Beginning Total Value	**4,458,446**	**3,857,561**	**2,567,059**
Net Contributions/Withdrawals	-200,000	0	142,611
Investment Earnings	-22,900	498,798	1,525,876
Ending Total Value	**4,235,546**	**4,356,359**	**4,235,546**
TIME WEIGHTED RATE OF RETURN (%) (Annualized for periods over 12 months)			
Return % (Net of Fees)	-0.48	12.75	8.55
ACRP IPS Benchmark	-0.68	-	8.47

ASSET ALLOCATION



TIME-WEIGHTED PERIOD RETURN % (NET OF FEES)



Does not include Performance Ineligible Assets.

TOP POSITIONS BASED ON TOTAL VALUE

DESCRIPTION	Total Value ($)	% of Portfolio
VANGUARD VALUE ETF INDEX	586,661.40	13.5
ISHARES CORE S&P SMALL CAP E	425,444.78	9.8
E V SHT DURATION GOVT INC I	402,870.53	9.2
VANGUARD GROWTH ETF	400,227.10	9.2
ISHARES S&P MIDCAP 400 INDEX	353,885.50	8.1
FIRST EAGLE GLOBAL I	260,905.46	6.0
DWS ENHANCED COMM STRAT INST	250,477.79	5.8
VANGUARD SM CAP VALUE ETF	217,319.16	5.0
AMERICAN NEW WORLD F2	214,336.43	4.9
BLACKROCK HI YIELD BD PTF INST	211,254.07	4.8
Top Positions	**3,323,382.22**	**76.3**
Other Positions	**1,032,977.21**	**23.7**
Total Portfolio	**4,356,359.43**	**100.0**

The investment returns shown on this page are time-weighted measurements which exclude the effect of the timing and amount of your contributions and withdrawals.

ACRP Team

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ACRP Staff

- Dawn Barnes, Vice President, Business Development
- Kara Bastarache, Senior Manager of Educational Programs
- Elsa Belay, Senior Staff Accountant
- Michael Causey, Editor In Chief
- Gary Cramer, Managing Editor
- Jeremy Glunt, Chief Marketing Officer
- Bridget Gonzales, Sr. Director, Educational Programs
- Steven Gonzalez, Certification Manager
- Christy Herz, Director of Governance and Operations
- Gigi Lancaster, Director of Certification
- Susan Landis, Executive Director
- Rey Liggins, Specialist, Member Services
- Caitlin Mackey, Sr. Manager, Marketing & Communication
- Casandra Merkel, Manager, Chapter Engagement
- Kandace Mirzadeh, Senior Client Relations Specialist
- Tammy Myers, Vice President Business Development
- Miguel Rodriguez, Certification Manager
- Matt Sapurstein, Manager, Marketing & Communications
- Adeline Terry-Welsh, Membership and Governance Specialist
- Melodie Walker-Edmund, Director, Database Administration

ACRP Governance

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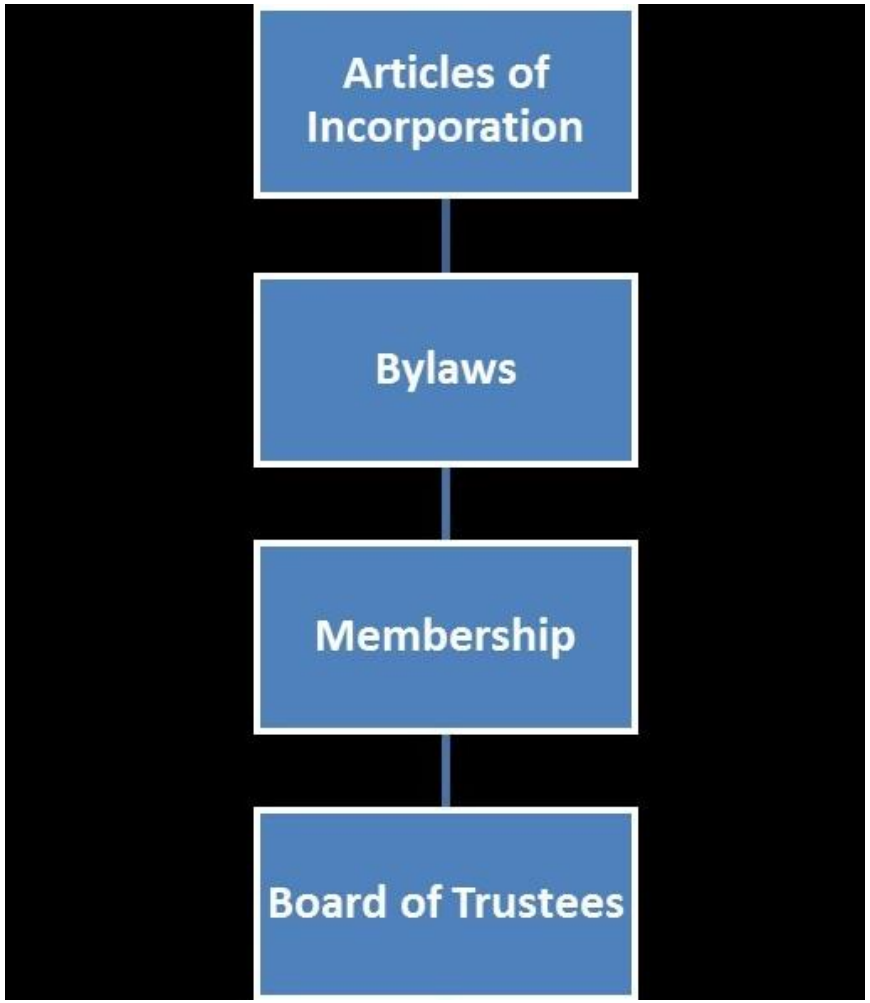
Governance: Structure and Processes Used to Implement the Organization's Mission

- Nonprofit Incorporation 501(c)(3)
- Volunteer Board is Accountable to Dues Paying Membership
- Staff and Volunteer Committees Provide Governance, Strategic, and Programming Support to the Board



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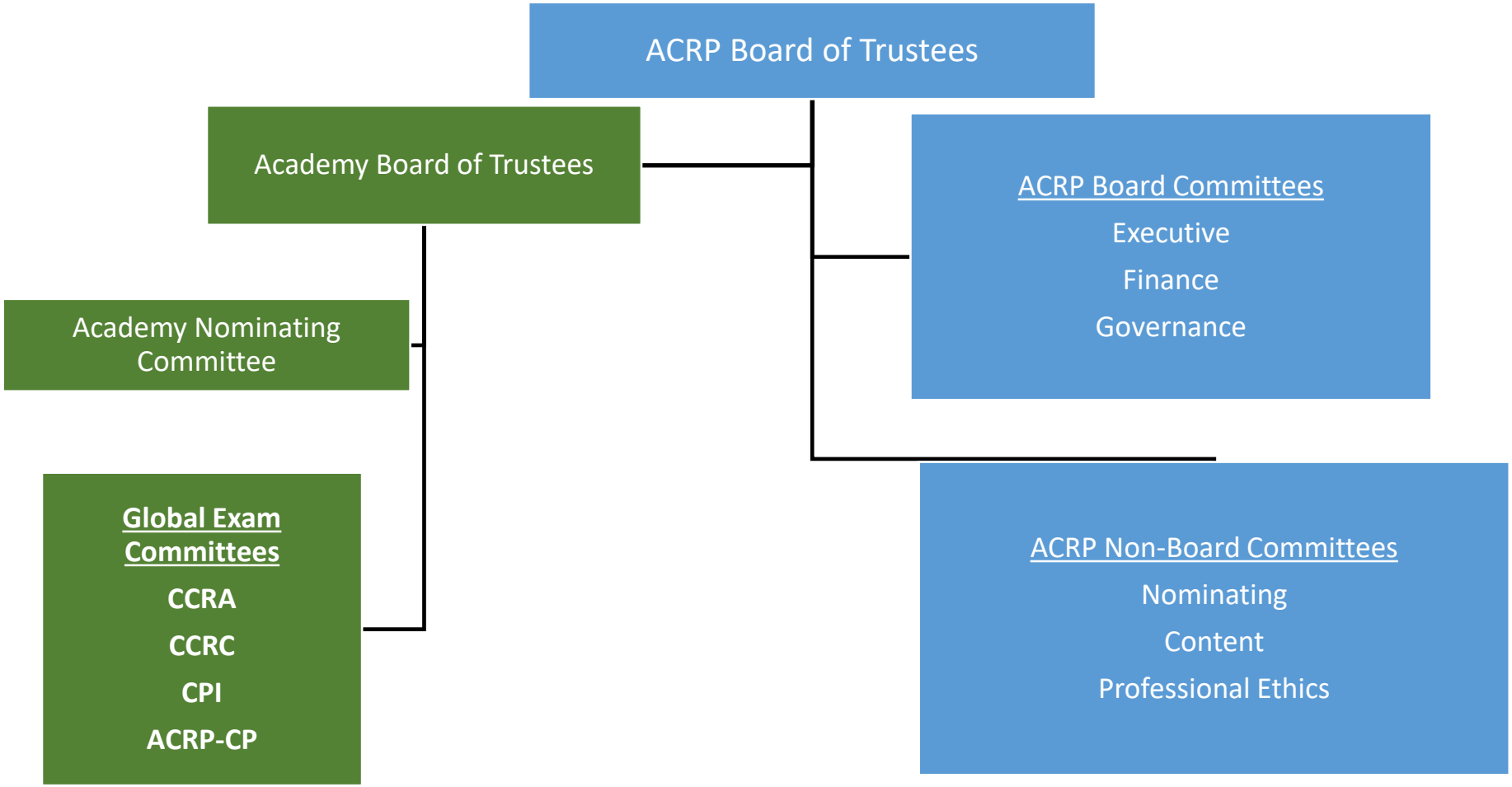
Governance Organization Chart



Association of Clinical Research Professionals

- 501(c)3 Nonprofit per IRS Tax Code; Educational Organization
- Worldwide membership of clinical research professionals
- Volunteer Board = accountable to dues paying membership

Academy of Clinical Research Professionals

- 501(c)6 Nonprofit per IRS Tax Code; Certification Program
- Certifies CRAs, CRCs, PIs and CPs and 2 Subspecialty designations (Medical Device and Project Management); NCCA Accredited
- Volunteer Board = accountable to certificants

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Master Services Agreement (MSA)

General Administration
Governance and Leadership
Accounting/Financial Management
Communications / Marketing
All aspects of the Certification Program
35% of Gross Revenue

IP License

All past, current and future intellectual property
$500,000 + 98% of Net Operating Income

ABoT Liaison

(1-year term)

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Role of a Trustee

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Role of A Trustee: 10 Basic Responsibilities

Establish Strategic Direction	Determine mission and purpose.	Ensure effective planning.		
Ensure the Necessary Resources	Ensure adequate financial resources.	Select the executive director.	Build a competent board.	Enhance the organization's public standing.
Provide Oversight	Monitor and strengthen programs and services.	Protect assets and provide financial oversight.	Ensure legal and ethical integrity.	Support the executive director.

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Duty of Care

Duty of Loyalty

Duty of Obedience

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Role of A Trustee: Supporting Documents

Leadership Responsibilities Descriptions	Board Core Values	Leadership Code of Conduct	Governance Policy Manual
• Collective Board • Officers • Trustees	• Integrity • Dedication • Courage • Communication • Service	• Trustees • Volunteer Leaders • Senior Staff	• Board & Board Members • Ethics & Accountability • Executive Director • Finance & Administration

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Board Meetings

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Basics of ACRP Board Meetings

Meetings:

- Per the Bylaws, required to meet at least annually with 10 days notice

  4 ABoT meetings scheduled in 2022
  - 2 in-person: April (Orlando with ACRP 2022), November (Alexandria)
  - 2 virtual: February, August
- Special Meetings – require 2 days notice

Quorum:

Greater than 50% of voting Trustees are required to conduct business at any Board meeting.

Manner of Acting:

The act of a majority of the voting Trustees present at a Board meeting at which a quorum is present shall be the act of the Board *(Proxy voting is not allowed)*

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Board Meeting Travel

- Travel costs (and registration) are covered for in-person board meetings and ACRP's Annual Conference
  - Trustees will book their own travel
  - ACRP staff will book hotels
  - ACRP staff will register Trustees for conference
  - ACRP's Travel Provider is Corporate Traveler—staff will provide contact information and let Trustees know when to book travel
  - Trustees will receive a copy of the travel policy with their reimbursement form for each in-person meeting
  - EFT form will be sent so you may be reimbursed electronically

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Board Documents

- Advance materials are provided the week before each meeting as PDFs
- Documents are shown on screen; bring your own printed copies or laptop to view electronic files if you wish
- Board documents typically include:
  - Meeting Agenda (may include Consent Agenda)
  - Minutes from Previous Meeting
  - Action Items for Board Action
  - Financial Reports
  - Resource Planning Items
  - Strategic Items
  - Governance Items

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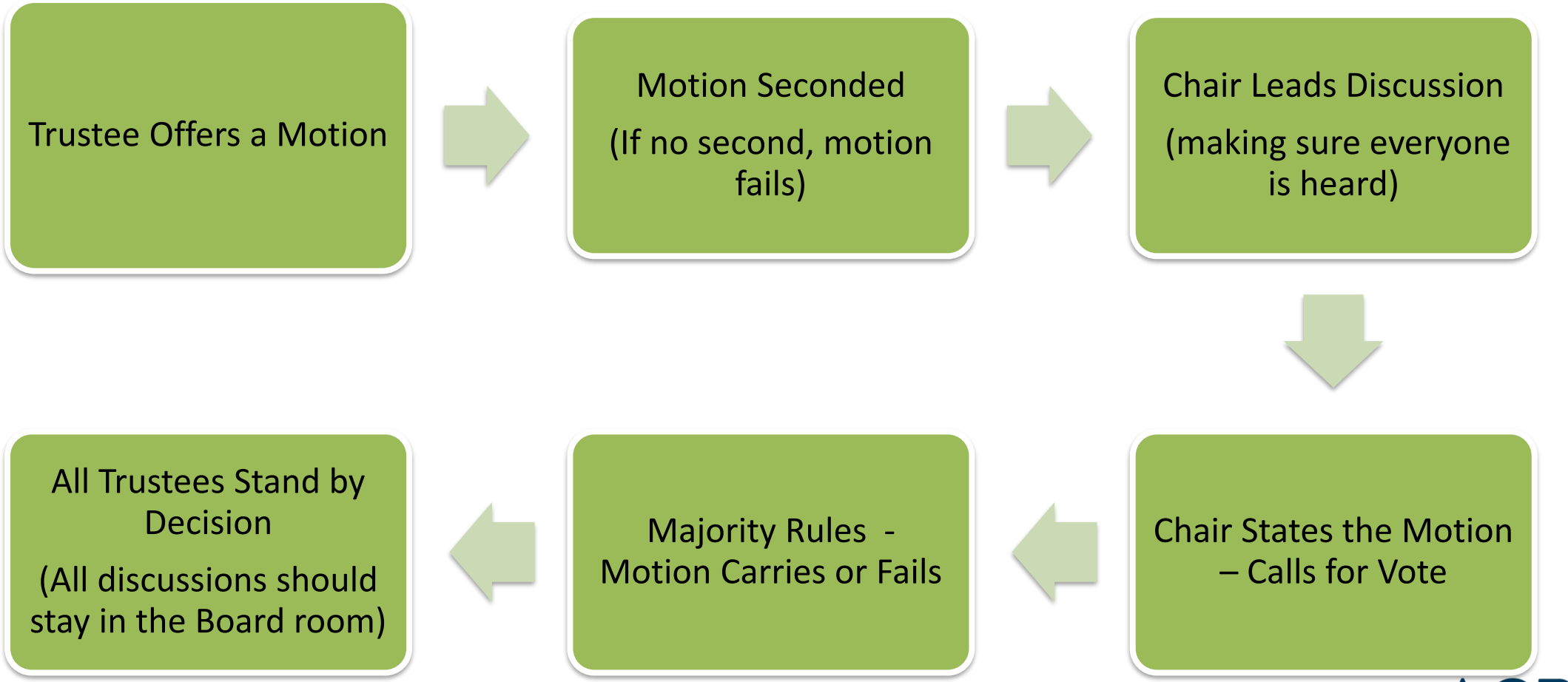
Steps to Consider a Motion



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Board Meeting Assessments

- Opportunity to provide your feedback
- Confidential, Online Survey emailed
- Identifies areas of strength and areas for improvement for future meetings
- Results summary reviewed shared with Board at next meeting

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QUESTIONS?

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Thank you for volunteering as a Trustee!

Your active leadership is of great value to the success of our association. We look forward to working with you in this role.

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