

**Aerospace Medical Association**

**Council meeting minutes**

**Hilton San Diego Bayfront**

**San Diego, California**

**May 11, 2014**

**AsMA Council Meeting**

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**San Diego, California**

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**Welcome**

Jim Webb, President, called the meeting to order at 9:03 a.m.

**• Review and Approval of Agenda**

Jim asked if there were any modifications to the agenda. None were identified. Kris Belland moved to accept the agenda as presented. The motion was seconded and passed unanimously without discussion.

**• Extractions**

No extractions to the Consent Agenda were identified.

**• Consent agenda approval**

David Gradwell moved to approve the Consent Agenda, followed by a second. There was no discussion. The motion passed by voice vote. **(CLOSED)**

**• Approval/Acceptance of November 2013 Council Meeting Minutes**

Phil Scarpa moved to accept the minutes of the November 2013 Council meeting. The motion was seconded. During the discussion, Valerie Martindale and Joe Ortega identified errors in the minutes.

Valerie Martindale said p3 should say “overestimated income.”

Joe Ortega said p 20 should say “…decided that obesity is a disease (not a diagnosis)” and in the last sentence, “is” appears one too many times.

Valerie Martindale moved to accept the minutes as amended. The motion was seconded and passed unanimously with no further discussion. **(CLOSED)**

**Governance Reports (Scarpa)**

**• President’s Report (Webb)**

Jim Webb provided the President’s report. It is included in the Meeting Book. He noted that AsMA responded to Congressional activity this year concerning the FAA issue with Obstructive Sleep Apnea (OSA). Our letter providing a position statement about OSA was sent to the Federal Air Surgeon. It was followed by development of a position paper developed by a team led by Eilis Boudreau that includes Lynn Caldwell, John Caldwell, and Keith Ruskin. A draft version of the position paper was distributed to Council. **(INFO)**

Jim Webb recognized Jarnail Singh’s work in getting Aerospace Medicine approved as a medical specialty in Singapore. Jim said he contacted David Gradwell and Air Commodore Tracy Smart and asked if a meeting could be held here to determine how to make this happen in other countries. David volunteered to organize the meeting, which will take place on Thursday. A group of about 18 people will discuss what kind of standardized training is necessary from a global perspective. **(INFO)**

Another global meeting will be held this week as a result of feedback from members who indicated that we should recognize the Surgeons General of the various global air forces when they attend our annual scientific meeting. Jim contacted General Tom Travis about this. General Travis liked the idea and said that we should go one step further. They determined that this type of recognition can’t occur at the opening ceremonies – it would take too long. General Travis’ idea was to have an official meeting to encourage communication. That meeting will occur on Monday, followed by a social event later. Probably only about 6-8 surgeons general will attend this meeting. Maybe more will attend next year. **(INFO)**

**• Executive Director’s Report (Sventek)**

Jeff Sventek thanked those who provided reports for the Meeting Book and encouraged everyone to provide their reports by the established deadline. Jeff reported that one of AsMA’s tenants terminated the lease unexpectedly at the end of last year due to personal reasons. AsMA is currently advertising for another tenant. **(INFO)**

Regarding the Scientific Program, this year is the opposite of last year from the perspective of funding. Attendance was down last year due to government funding issues. Costs were up in Chicago. Last year, 939 people registered in advance and 1176 attended the meeting. This year, 1230 people registered in advance. Jeff anticipated that the attendance may be greater than that attained in Atlanta (1436, the best-attended meeting during Jeff’s tenure). Jeff noted later during the meeting that registration was almost at 1,300. **(INFO)**

Jeff provided chocolates to Council members that contained all future meeting dates planned so far. Next year, the meeting in Orlando should be very good. We will stay at the Swan and Dolphin hotel, a Disney hotel operated by Sheraton. Phil Scarpa noted that it was a great location, one of the better hotel properties. You can walk to Epcot from there. Phil Scarpa noted that the Kennedy Space Center is down the road and it may be possible to set up some tours. **(INFO)**

Jeff noted that Walt Galanty had renegotiated room rates. Starting next year, everyone will have room rates at government per diem. The need to do that started in Chicago and will continue for all future meetings. **(INFO)**

The 2016 meeting location has changed. We were scheduled to go to Las Vegas in 2016. Jeff received a proposal to move the meeting to Atlantic City in 2016 and to Las Vegas in 2019. Jeff and Walt Galanty went to Harrah’s Atlantic City for a site visit at the end of March/early April. Caesar’s is constructing a conference center as part of the Harrah’s Atlantic City resort. The new conference center will be on the opposite end of the hotel from the gaming areas.

Jeff said that the rooms are large and attractive and the room rate will be $92 per night. ExComm approved the change pending Jeff’s site visit, which was very positive. There had been some concerns about travel to Atlantic City but several airlines were identified that have direct flights. You can also fly to Philadelphia and catch a train or rent a car and drive to Atlantic City. Jeff noted that Harrah’s is providing a lot of incentives, not only in Atlantic City. They expanded the benefits offered for the Las Vegas meeting and will give us $15K towards our welcome reception in Orlando next year. Walt indicated that the facility will be open 8 months before our arrival, but we will be the first large group to use it. Phil Scarpa noted that there were concerns about security. But Jeff investigated the security of the facility and provided a very positive report. The Marina area where we will be has no problems, though there are still concerns about the security of the area between the Marina and the Boardwalk. **(INFO)**

Jeff discussed the ACCME review. We were put on probation after the initial review. He provided 2 progress reports, one in June and one in December of 2013. We were given a clean bill of health during the March review. We are no longer on probation. We now have full accreditation. This result was achieved with the help of Eilis Boudreau, Chair of the Education and Training Committee, and the CME consultant that Jeff hired. **(INFO)**

Jeff noted that some people expressed concern about the dip in membership numbers that occurred after his arrival. He noted that the drop-off in membership was due to a cleanup of the membership database that he conducted. The database included multiple records per member and had records for deceased members. Cleaning the database resulted in a reduction in records that reflected the accurate number of members. But the drop in membership numbers has leveled off. Kris Belland observed that Lance Annicelli, our Membership Committee chair, made a great effort to reach out to lapsed members and non-members who attended the meeting last year. Now that membership is on the upswing, membership should be everyone’s effort. **(INFO)**

**• Treasurer’s Report (Ortega)**

Joe Ortega noted that efforts are being made to tighten up the finances in the same way that the membership rolls were tightened up. Joe’s slides, shown in the Meeting Book, compared income from the last 3 meetings. Anchorage was a profitable meeting because of low expenses. Net income from the Atlanta meeting was much higher than from Chicago. In spite of the $150K reduction of income due to the Chicago meeting, we are only reporting a $70K loss at this time. Jeff made adjustments towards the end of the year to reduce that overall loss. We finished 2013 with a loss of $82K. **(INFO)**

Joe said he was very concerned about this meeting, but he’s encouraged that 1,200 people pre-registered. He thinks that Orlando looks good as a meeting venue, as does Atlantic City. The changes made to the meeting locations look good and should increase our income over the next couple of years. In addition, the new Audio/Visual contract, which covers 3 years of recurring costs associated with audio/visual support in the cities where the Scientific Meeting will be held, has resulted in being able to predict AV costs. We will discuss later how MOC/CME enduring materials may generate money from different revenue streams for the Association. **(INFO)**

**• Nominating Committee Report (Anzalone)**

Fanancy Anzalone announced the 2014 AsMA slate of officers and thanked the Nominating Committee members. The slate of officers consisted of President-Elect, Kris Belland; Vice Presidents: David Gradwell, Valerie Martindale, Eilis Boudreau (1 Year Term); Members-at-Large, Volker Damann, Charles DeJohn, Nicholas Green, and Dwight Holland. Fanancy observed that the nominations used a good process. This may be the most diverse group of nominees we have had—eleven people were nominated for the Member-at-Large position. **(INFO)**

**Open Action Items (Webb)**

**• Bylaws Changes (Feb ASEM, pp 206-208) Proposed Changes**

Proposed Bylaws changes were reviewed by Council members. They are shown on pages 48-52 of the Meeting Book. These were published in the Journal and will be voted on at the Business Meeting on Tuesday. **(INFO)**

**• Policy Compendium Review (Vermeiren)**

Jim Webb formed an ad-hoc committee to review the AsMA Policy Compendium. The purpose of the committee was to determine which documents were relevant and which were outdated, and recommend a disposition for each document. Chuck DeJohn is Chair of the ad hoc committee. All documents were reviewed by two independent reviewers, then assigned to appropriate AsMA committees for final review and a disposition recommendation. They are also being reviewed by the past presidents. Once the reviews are complete, the compendium documents will be forwarded to the AsMA President and Council for a final decision about their disposition. Jim thanked ExComm and the Compendium Review Committee for their hard work. **(OPEN)**

**• AsMA Funds to CSA (Ortega)**

An issue arose at the Council Meeting in November 2013 concerning a partial refund of dues paid by Corporate Members that is being made. For the past 3 years, 10% of the corporate dues have gone back to the Corporate and Sustaining Affiliate organization. Our new status as a 501(c)(3) organization and ACCME concerns make it necessary to review this policy. The recommendation in November was for the Finance Committee to review the information and make a recommendation to the AsMA Executive Committee.

The Finance Committee identified three possible actions that could be taken: 1) Leave the policy as it is, 2) Discontinue the policy, or 3) Provide the Corporate Members with access to our members through a special event funded by AsMA. Other organizations call this kind of special event a Corporate Forum. Providing this kind of event would demonstrate that AsMA values the Corporate Members as an important part of the organization while eliminating the current way of doing business. The AsMA Executive Committee discussed the alternatives in February 2014 and chose Option 3. Kris Belland reported that the Executive Committee determined that the funding for CSA should stop this year and the Corporate Forum should be set up over the next couple of years. Kris met with the Corporate Members after the ExComm meeting to discuss the decision. Another meeting will be held on Monday of this week to continue the discussion of how to handle the transition to the new relationship. **(OPEN)**

**• Society of NASA Flight Surgeons Constituent Application (Belland)**

After considerable discussion during prior Council and Executive Committee meetings, a motion was made to approve the Society of NASA Flight Surgeons as a Constituent Organization. There was no discussion and the motion passed unanimously. **(CLOSED)**

**• Consolidated Dues (Belland/Sventek)**

Jeff Sventek reported that the consolidated dues payment software development was a bigger project than had been anticipated. The primary problem was how to deal with AsMA Life Members. The initial programming has been completed. Alpha testing of software is currently underway. Changes should be implemented this summer and it should be possible to demonstrate the revised software to the Executive Committee in August. **(OPEN)**

**• Committee Reports**

**o Membership Committee**

Kris Belland gave the report for the Membership Committee. Lance Annicelli was unable to attend this meeting and gave his regrets. Joe Dervay will be taking over as Membership Chair next year. A 3-5 year membership drive is being held to try to increase the number of members to 3,000. Lance mailed out 500 packets to recruiting points of contact. Constituent representatives reached out with personal contacts. Letters were sent to AsMA members who stopped paying dues. Approving the NASA Flight Surgeon’s Constituent organization will help. We have over 123 new members this year. AsMA now has a Facebook page. Phil Scarpa noted that personal contact is really important and we need to keep that energy going. **(INFO)**

**• Membership CME Survey (Martindale)**

Valerie Martindale discussed the draft CME survey developed by the Education and Training Committee. The purpose of the survey is to obtain a good baseline snapshot of Continuing Education requirements and desires, not just for MDs, but for all members, and not just for US members, but for international members as well. Eilis Boudreau, chair of the Education and Training Committee, noted that the last time CME was offered outside of the meeting, it didn’t work. This survey should identify what people need, how much they are willing to pay for it, and how they want to receive it. Valerie moved that Council approve the survey to be sent to the members. Before a second was heard, Council members began commenting on several items from the survey. With no second heard, Valerie withdrew the motion with the understanding that she would submit a revised version of the survey that will be considered during the Joint Council meeting on Thursday morning. Anyone who has suggestions for change to the survey should talk with either Valerie Martindale or Eilis Boudreau before Thursday. **(OPEN)**

**• AsMA Medical Guidelines (Vermeiren)**

The Aerospace Medicine Medical Guidelines are being revised by the Air Transport Medicine Committee. The previous version of the document was published in 2003. Jeff Sventek noted that they want to make the Guidelines a living document. The ATM Committee will meet this week to determine how to post the revised document on the web site and publish it in the journal. Phil Scarpa noted that the document, and updates to it, will be peer-reviewed using the same process used for the journal. Fred Bonato indicated that new submission categories will be used when the name of the journal is changed in January. The document will be reviewed using those categories. That should speed up the review process. **(OPEN)**

* **Annual Scientific Meeting (Sventek)**

Jeff Sventek made some additional comments about the Annual Scientific Meeting. He noted that he was unable to get free internet connectivity in the hotel rooms. It was not part of the original contract and when the hotel renegotiated room rates to government per diem levels, they would not include free internet access in the rooms. Internet access is available for free in the public areas. It will be designated as AsMA. **(INFO)**

The meeting will be well-attended. One-third of registrations are from non-US members, which is about the same as the membership breakdown. Jeff noted that the evaluation of the meeting will no longer be done with blue bins and paper surveys. Instead, this meeting will be evaluated via Survey Monkey. Jeff said that he built the electronic evaluation forms. In addition to attendees being able to evaluate the sessions they attended, those participating in either the physician CME program or the Nurse Contact Hours program should use the evaluation to claim the number of CME/MOC hours they earn. Completing the Survey Monkey form will be the only way the AsMA HQ Office will know that the participant is claiming CME/MOC or contact hours. The week after the meeting, Jeff will send out the link to the evaluation using the email addresses collected during Registration. He encouraged everyone to complete the evaluation forms. PDF certificates will be generated from the information provided in the completed evaluation forms. **(INFO)**

Jeff asked Council members what they thought of the meeting app. One comment was that it was a little difficult to navigate. Jeff said that he likes this version better than last year’s version. It cost less than half of previous years’ meeting app and he had access to the content management software and was able to determine the content that was included. The abstracts are there but he had to manually connect them with the time of the presentation. Jeff said he thought it was a great improvement over last year’s version. Jeff also said that there is a Twitter account. Dan Buckland updates the tweets, and Rachel Trigg is the AsMA staff contact for that account. Phil Scarpa noted that, next year, tweets will be provided by the President and the Communications ad hoc Committee on Social Media. **(INFO)**

Jeff Sventek said there was a problem with event tickets. The hotel requires advance notice for determining the number of people who would attend each event, which freezes ticket sales at 72 hours before the event. At the time of the Council meeting, the only tickets that could still be sold were those for the Thursday Space Medicine Association luncheon and for Honors Night. After a break, Jeff reported that 40 additional tickets for the Welcome Reception will be made available for sale. (The Welcome Reception is being sponsored by Executive Director #5, Russell Rayman, and Executive Director #6, Jeff Sventek.) In addition, about 20 tickets were available for the Space Medicine Association Thursday lunch and quite a few tickets are available for Honors Night, though they need to be purchased today. Jeff said they never had the problem before. This matter will be addressed in all site visits for future meetings. The 72 hour reporting requirement for event ticket sales significantly undermines attendees’ ability to participate in meeting events. **(INFO)**

In November, a group at the Scientific Meeting carved out scientific sessions throughout the week that would be of value for Continuing Education for our Aerospace Nurses. Kim Barber submitted that set of sessions to the Montana Nurse Association to get accredited for Nurse Contact Hours. Jeff said he received the letter from the Montana Nurse Association last week that the Nurse Track is worth 15.1 Nurse Contact Hours. The group did an incredible job. The meeting evaluation form asks if you are a nurse and allows you to report your Nurse Contact Hours to get credit for them. There is a required sign-up sheet specific to the nurses. Jeff noted that the app shows the Nurse CE track and it is also shown in the printed program. **(INFO)**

* **Awards Committee Report (Belland)**

Kris Belland reported that Cheryl Lowry was unable to attend the meeting because she was attending a war game at the USAF Air War College. She sent her regrets. Kris reported that Cheryl thanked the 23 members of the Awards Committee. The Committee received 53 award nominations. All AsMA award winners were selected by the Awards Committee and approved by ExComm. The Committee had a couple of issues. No nominations were received for the Klinker Award so the award sponsor identified a candidate, who was approved by ExComm. There was another issue with the name of a nominee that was submitted incorrectly. The Committee went with the second nominee for that award. The list of award winners is shown in the Meeting Book. **(INFO)**

David Gradwell announced that the publisher of the new book on high altitude medicine and physiology written by John West, the Eugen G. Reinartz lecturer, has provided two copies of the book for a raffle drawing. Business cards can be dropped in a container at the Kings College of London exhibit in the Exhibit Hall. A drawing for signed copies of the two books will be made just prior to the Thursday Harry G. Armstrong Lecture. The publishers will also provide a reduced purchase price for the book for attendees of this week’s meeting. **(INFO)**

* **New Committee Chairs (Scarpa)**

Phil Scarpa presented the list of Committee Chairs that he had selected for 2014-2015 and the VPs to whom they will report. Phil noted that he had consulted with the President-elect on the selection in an effort to grow new leaders. **(INFO)**

* **Scholarship Winners (Sventek)**

Jeff Sventek announced that we award several scholarships each year during this time. The scholarship recipients will be recognized tomorrow. The AMSRO travel scholarship is being awarded to Muska Khpal, MBBS, who will use the scholarship to attend the ECAM meeting in Bucharest. Jeff said he wanted to recognize Anita Mantri and other AMSRO members who worked on the common application form. **(INFO)**

Jeff then reported the winners of the Davis Aerospace Medicine Endowed Scholarship. Usually, they give one or maybe two $500 scholarships each year. Last year there were no applicants. But this year there were 4 winners. They were Eric Blacher, MD, MPH; Natacha Chough, MD; Nevine Mahmoud, MD; and James Pattarini, MD, MPH. All Davis Scholarship winners will be attending this meeting. They will be announced at the Opening Ceremonies tomorrow. Dr. Davis also sponsors the Davis International Aerospace Medicine Scholarship. This year’s winner is Adam Sirek, MD, MS. The AsMA Foundation will vote tonight on the Mohler Scholarship. The recipient will be announced on Tuesday at the Business Meeting and luncheon. **(INFO)**

**Spotlight Issue – Increase CME/MOC Offerings Outside Annual Meeting (Sventek)**

**o Web-based CME**

The Spotlight Issue this year is delivery of Continuing Education outside of the meeting. Jeff Sventek talked about how the concern about US government restrictions on meeting attendance has led us to try to determine how members can get CME and MOC outside of the live meeting. Last year, we recorded the RAM Bowl and Grand Rounds. These enduring educational materials went on sale in November/December of last year. So far, there has not been much of a response. This year, we are recording all presentations (slides) and associated audio throughout the meeting and will make a large selection of the sessions available for CME credit. We wanted to do the same for MOC. However, an Air Force representative said we might want to think about how much MOC credit we make available out of recorded/enduring materials. If we offer everything online, then military Aerospace Medicine diplomates may not get approval to attend the annual meeting. Jeff indicated that ExComm will address that issue at the meeting in August. Phil Scarpa noted that the approach last year was to try to attract those who needed CME but weren’t planning to attend the meeting. We don’t want to go after those who are attending the meeting.

A representative of ASAMS indicated that because their society is hosting the MOC elements, any decisions about what information to host needs to consider all their constituents, who include those in other parts of government than just the military. Any decisions about offerings online or offline have to be made in conjunction with their constituency, given the amount of effort they have put into that. Additional discussion recommended emphasizing the importance of including a requirement for some face-to-face MOC for recertification. That requirement was reiterated by European members who indicated that a certain percentage of their training must be in person. Inclusion of a hardship clause for those who cannot attend fact-to-face MOC should be allowed. It was noted that drivers of the requirement don’t come from us; they come from ABPM. Jeff noted that we have 3 ABPM trustees on that board who could bring that message to ABPM. It was noted that pricing of enduring materials is also an issue. You have to price MOC higher than the cost of meeting attendance. It was also noted that a reduced price should be provided for those who attended the meeting.

No other medical specialty in the Air Force has obtained approval for attending a conference like this. The reason for that is the MOC requirement. However, perhaps it would be better to ask ABPM to identify the requirement for face-to-face MOC, considering the European experience. The requirement needs to drive the provision of MOC rather than the number of people we want to attend the meeting. Jeff said that ABPM is a group of trustees for each of the specialties. If our specialty trustees who sit on that board are unified, they can probably get ABPM support. Modeling this after our European colleagues who have already dealt with this may be the way to go. ASAMS should interact with the trustees to make sure their requirements are met. It comes down to preparing the diplomats to recertify.

Phil Scarpa tasked the Education and Training Committee with consulting with ASAMS and our ABPM trustees to develop a position regarding in-person meetings and asked them to do this before August. Mark Mavity indicated that there is a need to talk about this issue before contacting the American Board of Preventive Medicine. This is also an issue across specialties. If we develop a plan that we share with our occupational medicine and preventive medicine counterparts and can get buy in from both those communities, it can force the hand of ABPM. It was also noted that insurance companies and state boards of licensure are responsible for MOC, not ABPM. This became an open action item with an update expected in August. Jim Webb noted that the Meeting Book contains an article about the advantages of attending in-person meetings. **(OPEN)**

**o Journal-based CME**

Consideration of journal-based CME will be postponed until the new journal is revealed in January 2015. Jeff said that he wants to streamline journal-base CME. He will consult with other organizations about the mechanics of journal-based CME. It can be both journal-based and web-based, with immediate feedback. Jeff also noted that another thing being considered in the new journal is revised formatting of references so our journal references are consistent with the recommendations of the International Commission of Medical Journal Editors. **(CLOSED)**

**• Liaison Reports**

o **ACPM Regent**

Bob Johnson provided a report about the regent positions in the American College of Preventive Medicine (ACPM). The ACPM is reorganizing its governing council to reduce the number of members and change the focus from both regional and categorical (specialty) representation. They will have at-large regents only. They are also going to evaluate their senior leadership to determine whether their goals line up with the people they represent. Bob will be the final ACPM regent. When the ACPM regent position is eliminated, it will be necessary to change the AsMA bylaws. **(INFO)**

**BREAK FOR LUNCH**

**New Business**

**• 2017 Meeting in Denver for AsMA & ACOEM**

A discussion was held about sharing the same meeting location with other organizations (in particular, the American College of Occupational and Environmental Medicine, ACOEM) to increase collaboration and share requirements for filling rooms. ACOEM will be meeting at the Sheraton in Denver the week before the AsMA Annual Scientific Meeting. It was previously suggested that we share physician training requirements with other organizations. AsMA and ACOEM will establish a small block of rooms to cover the time between meetings. It wouldn’t cut costs but may generate some extra revenue and help identify and provide training requirements common to both organizations. The new Education and Training Committee chair may become involved in establishing relevant workshops. **(INFO)**

**• Draft AsMA Strategic & Business Plan (Belland)**

Kris Belland talked about the Strategic Plan he has been developing with the AsMA Executive Committee. He has been working on this for three years. The focus is on improving AsMA’s strategic and business planning. Four areas were identified that align perfectly with our goals and will be overseen by our Vice Presidents. Strategic enabling objectives that correspond to the goals have been identified. Strategic initiatives are being specified and prioritized to be overseen by each of the Vice Presidents. These initiatives will carry us forward to where we want to be as an organization in the future. If all goes well, the strategic plan will be ready to be approved by Council in November 2014. We’re in the design stage now and will move to implement when that is finished. Constant process improvement to update initiatives will occur every year.

Joe Dervay asked about how to make the goals reasonable for an organization based on volunteers. It will be necessary to review where we are regularly and adjust the goals as necessary. It may also be necessary to hire someone, such as an educational person or an IT specialist to accomplish long-term goals. Kris noted that the consent agenda allows us to have higher level discussions about our long-term goals. Joe noted that it is necessary to maintain good communication, periodically review your status, and leverage technology. Phil Scarpa said that this is really important and we need to ask the tough questions now to maintain the organization. He noted the importance of identifying and emphasizing the value of the organization to the members. We’ve had strategic plans in the past and this method of periodically adjusting plans seems consistent with our goals. **(INFO)**

**• Draft AsMA Position Paper on Sleep Apnea**

Jim Webb said that, after the draft letter was sent to the FAA Administrator in January, he asked Eilis Boudreau to lead an ad hoc committee to develop a draft position paper on Obstructive Sleep Apnea (OSA). Eilis Boudreau said that committee members were Keith Ruskin, John Caldwell, and Lynn Caldwell. Mark Mavity noted that the draft sleep apnea position paper that was distributed to Council members before the meeting overlaps with the ASAMS practice guidelines (developed in 2008) for addressing OSA in the practice of Aerospace Medicine. Dan Van Syoc was responsible for overseeing the development of the practice guidelines though others, including Warren Silberman and the Residents in Aerospace Medicine (RAMs), participated as well.

Eilis said that the recommendation to screen everyone for OSA with a BMI greater than 40 came from guidelines developed for the trucking industry that specified screening for everyone with a BMI greater than 35. It was very clear on the call with the FAA and interested parties that there was misinformation about why BMI was being used and why it was the most important risk factor for OSA. There were very specific holes in knowledge that the subcommittee tried to address in the paper. Eilis said that a practice guideline was needed but the document they developed was designed to address these specific knowledge gaps. Mark noted that Bill Tarver is the ASAMS Committee chair now. He said he thought there was a risk of having some differences between information provided in the practice guidelines and the position paper. Jeff Sventek indicated that the two documents need to be coordinated and the Guidelines need to be referenced in the position paper. Mark said that this would be a good opportunity to review the practice guidelines associated with OSA as part of the effort to formally review practice guidelines that appear on the web site. Jim Webb observed that there needs to be some coordination between the committees. Jeff suggested providing time for the two groups to coordinate the contents of their documents. The draft position paper can be revised to be acceptable to both groups, then Jeff will send it to Council for review and virtual approval. Gordon Landsman noted that this wasn’t the first time that ExComm initiated activities that weren’t coordinated through the constituent organizations that had already been addressed in some way. He suggested improving coordination of processes. **(OPEN)**

**• Draft AMA Resolution on FAA 3rd Class Medical Exam**

Also discussed was a draft AMA resolution on the 3rd Class Medical exam. Joe Ortega said that the draft document was developed by the delegation to the AMA. The draft memo used AMA’s formatting and supported the letter that Council already sent to the FAA. The purpose was to try to get organized medicine to support AsMA’s position. The letter was sent to AMA in draft form awaiting approval by Council.

Joe moved to accept the draft letter and forward it to the AMA for consideration at their meeting in June. A draft version of the document was already forwarded to AMA but Joe wanted to get Council’s approval for it. We already sent a letter of support for the 3rd Class Medical to the FAA and 200 members of Congress. We are asking AMA to write another letter (for which we are providing a draft version) expressing concern about discontinuing the 3rd class medical certificate. To get AMA’s support, the letter had to be put into a specific format that AMA uses and has to pass their House of Delegates. If it becomes AMA policy, Congress will pay more attention to their letter than if it comes from us.

Jeff said that the word Resolution is being used in 2 different ways. Our resolution, which goes through a lengthy review process, is our position on a specific topic that is published for the world to see. The AMA use of the word resolution will take the letter we already sent to Congress, put it in a specific format that the AMA also calls a resolution, and bring it forward to the AMA House of Delegates to try to get AMA’s support on the issue. So this is not an AsMA resolution. It’s an endorsement of an AsMA position in the format of an AMA resolution, with a letter that we are asking them to send out.

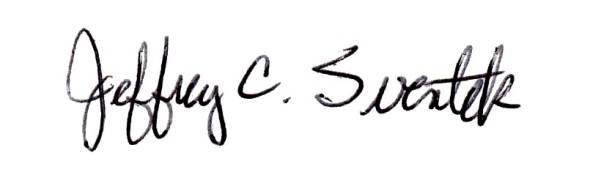
Walt Dalitsch said the policy being discussed here wasn’t the one recommended by AOPA/EAA. The policy was expanded to eliminate the 3rd Class Medical exam in a congressionally-proposed bill. While it was noted that this could have been pursued through our resolution process, Phil Scarpa noted that the issue came to our attention this year. We wanted to respond as quickly as we could so we used the letter instead of the more lengthy resolution process. The motion passed with one abstention. Joe Ortega said he would bring this to the AMA House of Delegates at their meeting in June. **(CLOSED)**

**Other New Business**

The final discussion concerned the method used to select committee chairs. The Policies and Procedures manual says the position of committee chair is usually a 3-year position, with concurrence by the President-Elect. Retention is based on quality of service. A 2013 committee chair said that he had not been informed that a new chair had been selected to replace him and requested that some kind of transitional communication be provided in the future. Jim Webb said the Bylaws indicate that the President-Elect has the authority to name committee chairs at will. It was determined that a change needs to be made to the P&P manual to make it better reflect what is in the Bylaws. Phil Scarpa described the method he used to select committee chairs and proposed codifying the process in more detail in the future. **(INFO)**

Jim Webb requested that Council members attend both the Business Meeting and the Joint Council meeting on Thursday. Jim then thanked the Council for their support during the past year.

Warren Silberman moved to adjourn the meeting. The motion was seconded and passed unanimously. The meeting ended at 1:40 p.m.

Carol Manning, PhD Jeffrey C. Sventek, MS, CAsP

Secretary Executive Director

