

**Minutes of the**

**Aerospace Medical Association**

**Executive Committee Meeting**

**August 19-20, 2011**

**Hilton Atlanta Hotel**

**Atlanta, Georgia EXECUTIVE COMMITTEE MEETING**

**AEROSPACE MEDICAL ASSOCIATION**

**AUGUST 19-20, 2011 – 8:30 AM**

**ATLANTA HILTON HOTEL, CRYSTAL BOARDROOM**

**ATLANTA, GA**

1. Call to Order **(Anzalone)** –Meeting of the Executive Committee was called to orderat 0820.
   1. Members present:
      1. Fanancy Anzalone, MD, MPH – President
      2. P. Glenn Merchant, Jr., MD, MPH – President-Elect
      3. Mark Campbell, MD – VP, Education & Research
      4. Charles Fisher, MD, MPH – VP, International Services
      5. Susan E. Northrup, MD, MPH – VP, Member Services
      6. Philip J. Scarpa, Jr., MD, MS – VP, Representation & Advocacy
      7. Estrella Forster, MS, PhD – Secretary
      8. Hernando “Joe” Ortega, MD, MPH – Treasurer
      9. Charles A. DeJohn, DO, MPH – Member-at-Large
      10. Joseph P. Dervay, MD, MPH, MMS, FACEP – Member-at-Large
      11. Jan Stepanek, MD, MPH – Member-at-Large
      12. Jeffrey C. Sventek, MS, CAsP – Executive Director
   2. Dr. Anzalone welcomed all members and expressed his thanks to Walt Galanty of AIM Meetings and Events for the previous day’s site visit of the Hilton Atlanta Hotel in preparation for the May 2012 Annual Scientific Meeting
2. Approval of Executive Minutes from March 4-5, 2011 *(Approved minutes on file at AsMA Home Office)* – ***Motion, seconded and approved unanimously without changes. (CLOSED)***
3. **GOVERNANCE – MERCHANT**
   1. **Home Office** **(Sventek)**
      1. **AIM Meetings & Events Presentation of 2016 Annual Scientific Meeting sites for decision (Walt Galanty)**
         1. Started the selection process with US hospitality community in May 2011
         2. Developed a structured process for venue selection (no process existed previously)
         3. Sites considered were 35-40
         4. Presented Final 4 sites for consideration *(see attached Final Four 2016 document)*
            1. Anaheim, CA (2 separate offers and dates)
            2. Dallas, TX
            3. Denver, CO
            4. Las Vegas, NV
         5. Executive Director and AIM Meetings recommended the following prioritized venue list for EXCOM consideration:
            1. Las Vegas, NV (Rio Hotel)
            2. Anaheim, CA (Marriott Hotel)
            3. Dallas, TX (Sheraton Hotel)
            4. Denver, CO (Sheraton Hotel)
         6. Executive Committee discussion of prioritized venue list included:
            1. Meeting dates outside of typical Mother’s Day start
            2. Internet service access by attendees and exhibitors
            3. Airport access by International Members
            4. Venue differences for successful meetings (Boston, Orlando) vs less successful (Kansas City, Detroit) meetings
         7. ***Motion made to select Las Vegas, NV (Rio Hotel) as the site for the 2016 AsMA Annual Scientific Meeting, seconded, approved unanimously. (CLOSED)***
         8. President thanked Walt Galanty and AIM Meetings & Events for their excellent work
         9. Next five AsMA Annual Scientific Meeting venues:
            1. 2012 – Atlanta, GA
            2. 2013 – Chicago, IL
            3. 2014 – San Diego, CA
            4. 2015 – Orlando, FL
            5. 2016 – Las Vegas, NV
      2. **GOV201103-3 Membership Survey Result – Ability for Members to Pay All Dues at One Time via AsMA Website (OPEN – Sventek)**
         1. Absolutely possible, but requires significant upgrade to AsMA website to ensure complete integration with IMPak member database – cost estimated at $60K
         2. Also would require a single expiration date for all member dues rather than the monthly rolling expiration dates currently used – preferred date from member survey were 1 January or 1 May
         3. Constituent Organizations are very interested in aligning their membership rosters and dues payment procedures with this effort
      3. **IMPak Update**
         1. Photo in Record – members can now upload a small, professional photo to their record and can decide whether photo appears as part of a database search
         2. Spouse’s Name in Record – members can add their spouse’s name to their record and can decide whether the spouse’s name appears as part of a database search
         3. Medical Identification Numbers Stored in Record – inspired by an AsMA Past President’s query regarding AMA Medical Education Number – members can now add various identification numbers to their individual record to serve as a repository
         4. Desired for Future – ability for members to upload a biography or similar data in text format as opposed to the current profile check boxes – this could be used to facilitate “expertise” searches by members
      4. **AsMA Staff Benefits Update**
         1. Staff members now share costs associated with:
            1. Health Insurance
            2. Dental Insurance
            3. Group Life Insurance
            4. Short Term and Long Term Disability Insurance
         2. Staff members can choose to add AFLAC supplement insurance – purely voluntary and staff member pays 100%
      5. **Consumer Price Index Report**
         1. ED reported CPI for northern VA at the end of May 2011 was 3.9%
         2. Pay Raise for AsMA Staff (see attached Draft AsMA 2012 Budget)
            1. ED requested a 3% raise based upon the CPI report
            2. Raise would apply to all AsMA employees (except the ED) and the ASEM Editor-in-Chief
            3. President informed EXCOM the Association historically has covered CPI
            4. EXCOM requested ED leave the room and discussed raise request
            5. ***Motion to approve the 3% raise for AsMA Staff (including the ED and the ASEM Editor-in-Chief), seconded and approved unanimously. (CLOSED)***
         3. Bonus for AsMA Staff (see attached Draft AsMA 2012 Budget)
            1. ED proposed targeted bonuses for AsMA staff of 2.0 – 2.5%
            2. If approved, ED would have discretion in distributing the bonuses based upon performance – 2010 was first year for formal performance appraisals for AsMA Staff
            3. EXCOM requested ED leave the room and discussed bonus request
            4. ***Motion to table the issue of bonuses, seconded and passed unanimously.***
            5. ***AsMA President to review metrics/performance appraisals/performance plans of AsMA employees and report to EXCOM before next EXCOM meeting in November 2011 (OPEN – Anzalone)***
      6. **Request for Funding to Improve AsMA Website – Integrate with IMPak – Recent Changes to AsMA Foundation Articles of Incorporation**
         1. AsMA Foundation Articles of Incorporation currently being reviewed by VA State Corporation Commission (VA SCC) – approval expected by end of September
         2. Restated Foundation Articles of Incorporation expands mission and objectives to provide greater support to the Association
         3. Once restated Foundation Articles of Incorporation are approved by the VA SCC, ED will work with VP, Representation & Advocacy and Communications Committee to develop Requirements Document detailing specific functionality and capabilities for the AsMA website - Requirements Document will be shared with EXCOM and Foundation Board of Directors – if approved, Foundation will set up account to accept tax-deductible donations from individual and corporate AsMA members, AsMA Constituent Organizations and AsMA Affiliated Members in support of the AsMA Website Capital Campaign
      7. **Option to Stop Receiving Paper Journal**
         1. ED provided update on this initiative
         2. Currently 102 members have opted out of receiving the print journal and now access the ASEM via the online IngentaConnect service
         3. ED will continue to encourage members to opt out of the print journal
   2. **Finance** **(ORTEGA)**
      1. **Finance Report** *(see attached Finance Report)*
         1. 2011 on track to finish the year in the black
            1. Anchorage meeting expenses - $280,660
            2. Anchorage meeting revenue - $718,798
            3. Anchorage meeting reserves - $438,138 – best ever!
            4. Projected 2011 revenues and expenses on track to break even or finish in the black for the first time in 3 years.
      2. **GOV201003-4 Apply for 501(c)(3) IRS Status (Sventek)**
         1. Changes to Articles of Incorporation to incorporate in VA approved during the Annual Business Meeting in Anchorage, AK and are currently in review with the VA State Corporation Commission for approval
         2. Once approved ED will proceed with IRS application to change to 501(c)(3) status. ***(OPEN - Sventek)***
      3. **GOV201003-5 Arrange Audit (ORTEGA)**
         1. Audit will be scheduled for early 2012
         2. Audit estimated to cost $15,000
         3. Will look to develop audit policy requiring annual audits to ensure transparency and fiscal accuracy ***(OPEN - Ortega)***
   3. **Committees**
      1. **Bylaws** **(WEBB –** *see attached Bylaws Committee Action Plan Aug 2011 & AsMA Bylaws Change Proposals 2012 Presentation Version to Committee***)**
         1. Several members expressed concern there is too much time and energy spent on making minor changes to the AsMA Bylaws
         2. Some members believed some of the recommended changes (e.g., must vs shall vs required, etc.) were not necessary
         3. **GOV201103-1 Draft Bylaws Change to Establish Long Range Planning Committee as Standing Committee (WEBB)**
            1. EXCOM members discussed the need for a separate Long Range Planning Committee as an AsMA Standing Committee
            2. Several members believed the Executive Committee serves as the proper forum for long range and strategic planning actions
            3. Currently no specific time allocated to focus on long range/strategic planning by EXCOM or Council
            4. Recommended to allocate time for strategic discussions during the February/March EXCOM – add time to review progress against Strategic Plan and set 2-5 year milestones as needed ***(GOV201108-1 Add Strategic Planning as Standard Agenda Item for all February Executive Committee Meetings – Sventek)***
            5. ***Motion to remove the Long Range Planning Committee from the proposed Bylaws changes, seconded, approved unanimously (CLOSED)***
      2. STANDARD AGENDA ITEM: Policy and Procedure Manual Completion **(Sventek)**
         1. **GOV201103-4 Policy & Procedures for Selecting Scientific Program Chair (Sventek/Saenger)**
            1. President selects the Scientific Program Chair
            2. President-Elect selects the Deputy Chair with the idea the Deputy Chair will move to the Chair the next year
            3. Executive Director should be involved in the selection process
            4. Selection process needs to be more transparent, eliminating “back-room” agreements
            5. ***Draft process for identifying Scientific Program Chair and Deputy Chair in the P&P Manual (OPEN – Sventek)***
      3. **Ad hoc Long Range Planning Committee (Sides –** *see attached Action Plan***)**
         1. **GOV201103-5 Dreyfus Developmental Model of Skill Acquisition (Sides)**
            1. Should be a strategic planning initiative under VP, Education & Research in coordination with the Education & Training Committee and the American Society of Aerospace Medicine Specialists (ASAMS)
            2. Discuss Dreyfus Model at the Scientific Program Committee meeting in November and gather ideas on the use of the Dreyfus Model by other organizations **(OPEN – Campbell/Boudreau)**
         2. **GOV201103-2 Membership Survey Result – Lack of direction, change or growth of AsMA (Sides)**
            1. Need items that add value to membership in AsMA
            2. Need to communicate to the membership the various improvements and added/coming benefits
            3. Realigned as part of the Strategic Planning Standard Agenda Item in the February/March Executive Committee meetings **(OPEN – EXCOM)**
         3. **Combined AsMA/ESAM meeting in Europe (Sventek)**
            1. Aim: to conduct an AsMA meeting at site outside the US
            2. Meeting could be aligned with ICASM and perhaps other events such as the annual NATO Flight Surgeon’s Conference in Germany
            3. One conference call and one meeting in Anchorage completed
            4. Continuing to collect cost data for a possible 2018 meeting in Frankfurt, Germany
            5. Should consider a smaller meeting to test interest and attendance – perhaps a specific workshop or course under the AsMA flag
            6. Realigned under the VP, International Services in coordination with the International Activities Committee **(OPEN - Fisher/Hardicsay/Sventek)**
4. **EDUCATION AND RESEARCH (CAMPBELL)**
   1. **Editor’s Report (Bonato)**
      1. *See attached Action Plan*
      2. Received more than 100 applications for the Assistant to the Editor position (replace Sarah Pierce-Rubio) – 6 will be interviewed – 3 will be asked to complete several tasks related to the position – hiring decision should be made ahead of schedule
      3. Working to identify strategies for increasing membership contributions to the journal
      4. Continuing to evaluate possibility for a quarterly electronic journal on Human Performance
      5. Reported new journal titled “Aviation Psychology and Applied Human Factors” – journal is designated as “Official Organ of the European Association of Aviation Psychology” **(INFO)**
      6. **ER201103-3 Membership Survey Result – Lack of Relevance of the Journal to Clinical Practice**
         1. Discussed during the May 2011 Editorial Board Meeting – several recommendations from Editorial Board to improve the clinical relevance of the journal – See attached Action Plan for details **(CLOSED)**
   2. **Managing Editor’s Report** **(Day)**
      1. *See attached Action Plan*
      2. ASEM continues to rank in the top 15 for number of downloads by Ingenta
      3. Looking to publish one or two supplements over the next year
      4. Tested the abstract management function in IMPak and found it to be cumbersome and will not meet AsMA’s needs – will remain with the ScholarOne system **(INFO)**
   3. **Annual Meeting** **(Sventek)**
      1. *See attached EXCOM Update presentation*
      2. Anchorage registration: 1,286 (93 fewer than Phoenix)
      3. Anchorage revenue: $719,598.38 ($715,332.42 in Phoenix)
      4. Anchorage expenses: $280,660.62 ($322,640.52 in Phoenix)
      5. Anchorage profit: $438,937.76 ($392,691.90 in Phoenix)
      6. Average Post-Conference Evaluation Rating: 4.37/5.00 (4.249/5.00 in Phoenix)
      7. iPad application was a huge success – will continue in Atlanta and will expand to include iPhone and Android-based phones and tablets – looking for corporate sponsorship to defray costs
      8. IntelliQuest Media DVDs/CDs sold well – will use again in Atlanta
   4. **ER201103-3 Membership Survey Result – Develop and Publish Clear Path for Advancement in AsMA (Fellows/Associate Fellows Chairs)**
      1. Some complaints about the process
      2. Fellows Chair provided two page guidance/process on advancing in AsMA and achieving Fellow status
      3. Process is available on AsMA website – need to continue communicating process for advancing in AsMA to membership via the AsMA website and journal
      4. President will address issue in his February 2012 President column in journal
   5. **ER201003-2 Organize Airline Medical Department Workshop (DeBois)**
      1. Panel on this subject completed during Anchorage meeting – **(CLOSED)**
   6. **ER2010-3 Survey Exhibitors (Sventek)**
      1. AsMA Welcome Reception in Exhibit Hall
         1. Very positive comments from exhibitors
         2. Dual purpose: social gathering/interaction and exhibitor exposure
         3. Considering ways to improve interaction with the exhibitors
            1. Exhibitors buy/provide drink tickets to members after interacting
            2. Scavenger hunt where members visit exhibitor booths and get their cards signed off – completed cards would be entered in general drawing for prize
         4. Lessons learned:
            1. Need more drinks stations and distribute them better for shorter lines
            2. Tables and chairs in area so folks can have a place to eat and visit
         5. Like having the coffee in exhibit hall
         6. Like the 4-digit codes on badges to capture contact information – is this possible for tracking CME?
         7. Appreciated the wireless internet connectivity in the exhibit areas so they could conduct business
   7. **Scientific Program (Saenger)**
      1. Theme for 83rd Annual Scientific Meeting in Atlanta: “Evolving Travel Medicine Issues: A Global Concern”
         1. Developed from Anchorage post-meeting evaluations
         2. Atlanta plenary lectures will focus on this theme
      2. **ER201103-2 Increase Number of Plenary Sessions in Annual Scientific Meeting (Sventek)**
         1. More plenary sessions would mean fewer parallel sessions and fewer overall abstracts/presentations for meeting
         2. Reinartz endowment ($16,500) originally intended to support another plenary session
         3. ED will discuss moving the Armstrong Lecture from Thursday afternoon to Thursday morning and the opportunity for an additional plenary session in Atlanta **(OPEN – Sventek/Saenger)**
      3. **ER 2011-3-5 Membership Survey Result – Lack of Operational Relevance at the Annual Scientific Meeting (Scientific Program Committee)**
         1. Peer review process reviews/approves abstracts and builds program based upon input from the scientific community
         2. Operational relevance considered during peer review process **(CLOSED)**
   8. **Committees**
      1. Aerospace Human Factors **(White)**
         1. *See attached Action Plan*
         2. **MS201103-1 Membership Survey Result – Need for Increased Human Performance and Life Support Focus (LSBEB/AsPS/AsHFA/IAMFSP/Human Factors Committee)**
            1. Aerospace Human Factors Committee coordinating discussion between appropriate groups and working with LCDR Foster on this issue – will report to Council in November **(OPEN – AsHFC)**
      2. Aviation Safety **(Ricaurte)**
         1. *See attached Action Plan*
      3. Education and Training **(Boudreau)**
         1. Accreditation Council for Continuing Medical Education (ACCME) Reaccreditation (Sventek/Boudreau)
            1. ACCME accepted AsMA’s second Progress Report
            2. AsMA now accredited without deficiencies until 2013
            3. ED already beginning to organize documents for the late 2012 Self-study report to ACCME
         2. **ER201103-4 Membership Survey Result – Lack of Relevance of the Journal to Clinical Practice (E&T Committee)**
            1. Journal can only publish articles submitted for review
            2. Must continue to encourage physicians to write up interesting clinical observations and cases for journal publication **(CLOSED)**
         3. **ER201103-6 Membership Survey Result – Improvements in CME and MOC processes (E&T Committee/ASAMS)**
            1. Committee is working with ASAMS to identify ways to improve CME and MOC processes
            2. Will report recommendations at November Council **(OPEN – E&T Committee)**
      4. History & Archives **(Dalitsch)**
         1. Reinartz funds being used to videotape interviews with AsMA senior statesmen to capture their experiences and achievements for future generations of Aerospace Medicine professionals to view
      5. Science & Technology **(Shender)**
         1. *See attached Action Plan*
         2. VP, Education & Research coordinating with committee on their recommendation for a Student Panel from local universities for the Atlanta meeting
         3. ***Motion to provide local students a 1-day free pass to attend AsMA Annual Scientific Meeting, seconded and unanimously approved.***
            1. ***Students must all attend on the same day (Student Panel Day or first day of meeting if no Student Panel – identified by colored name badge)***
         4. ED will send formal letters inviting local medical schools in Georgia to attend the 2012 Annual Scientific Meeting
         5. Committee requested permission to establish an AsMA Speaker Bureau – VP, Education & Research approved request
5. **MEMBER SERVICES (NORTHRUP)**
   1. Membership Database Report **(Sventek/Carter)**
      1. Reduced membership numbers due to efforts to clean up the AsMA membership database, especially the Emeritus records
      2. Home Office now requiring Residents and Students to provide proof of eligibility for these membership categories
      3. AMA requires 25% of AsMA physicians be members to maintain delegate within House of Delegates – AsMA up for review in 2013
   2. **Committees**
      1. Awards **(Belland)**
         1. *See attached Action Plan*
         2. New Award, Walter and Sylvia Goldenrath Award for Aerospace Physiology
            1. *See attached award description and criteria*
            2. Would be the only cash award to be awarded at Honors Night
            3. 2% of interest earned during the year or $2,000 – whichever is less
            4. ***Motion to approved the Walter and Sylvia Goldenrath Award for Aerospace Physiology, seconded and unanimously approved***
         3. Concern raised by an AsMA Past President regarding apparent bias of the awards process for the Julian E. Ward Memorial Award (Residents)
            1. Last time won by a US Navy Ram was 1974
            2. Last time won by a US Army Ram was 1991
            3. Last time won by a non-military RAM was 1999
            4. Awards Committee is not overly represented by USAF so bias in voting does not exist in Awards Committee
            5. Problem appears to be the quality of nominations submitted or no nominations submitted by the various residency programs
            6. AsMA President will reply to AsMA Past President’s concerns
      2. Membership **(Ortega)**
         1. **MS201003-2 Survey Members on ACLS at Annual Meetings (Ortega/Sventek)**
            1. Membership survey indicated some interest in completing ACLS at Annual Scientific Meetings
            2. Would require proper room materials, instructors, etc
            3. ACLS is not state-specific
            4. ACLS can now be done online
            5. Requirement for ACLS may no longer be part of USAF or other credentialing requirements
            6. ED will investigate costs associated with providing ACLS at meetings (**OPEN – Sventek)**
         2. **MS201103-2 Develop Proposal for Two-Tier Membership Structure – Ortega)**
            1. Tiered system being explored
            2. Full vs Associate membership and other tiered strategies
            3. Will present report in November **(OPEN – Ortega/Heil)**
      3. Corporate & Sustaining **(DeBois)**
         1. **MS201103-3 Develop C&S Membership Tier Structure – DeBois)**
            1. Analysis continuing – full report due in November **(OPEN – DeBois)**
6. **REPRESENTATION & ADVOCACY (SCARPA)**
   1. **RA201103-2 Human Systems Integration Exploratory Committee (Sventek/Foster)**
      1. Aerospace Human Factors Committee (White) reached out to the LSBEB and other organizations to address human performance
      2. Discussing possibility of combining/restructuring several Human Performance-focused Constituent Organizations
      3. Will report on initiative in November **(OPEN – Aerospace Human Factors Committee/LCDR Foster)**
   2. AMA Activities **(Merchant)**
      1. Primary and alternate AsMA delegates attended the June House of Delegates meeting – ED also attended meeting
      2. ABPM ED facilitated meeting with AsMA, ACPM and ACOEM EDs
         1. Looked at opportunities to interact more
         2. Considering ways to leverage other organization’s meeting to facilitate CME opportunities for AsMA members
      3. Need to encourage more young physicians to participate in AMA activities
   3. ACPM Activities **(Anderson)**
      1. New ACPM logo and website
      2. ED uses Twitter to communicate with membership
      3. ACPM Meeting: ACPM President expressed interest in AsMA providing a Fatigue Workshop at one of their future meetings
   4. Commission on the Accreditation of Medical Transport Systems (CAMTS)
      1. New AsMA Representative to CAMTS Board of Directors
         1. Six AsMA members applied for the vacancy
         2. Executive Committee members voted electronically
         3. Lawrence Steinkraus selected as AsMA primary representative
         4. Juergen Graf selected as AsMA alternate representative
         5. ED will notify new representatives
      2. Letter of support for CAMTS
         1. See attached Draft Letter to CSAF on CAMTS’ Behalf
         2. EXCOM believed this is an issue between CAMTS and TRANSCOM
         3. ***Motion to not provide letter of support for CAMTS, seconded, and approved unanimously – ED to notify CAMTS ED***
         4. ***ED to contact past CAMTS Representative and request report of activities – ED will forward report to EXCOM***
   5. **Committees**
      1. Air Transport Medicine **(Hudson)**
         1. *See attached Action Plan*
         2. Aerotoxic Association
            1. Committee responded to letter from Aerotoxic Association that challenged some of the comments made during the Cabin Air Quality panel held in Anchorage *(see attached Aerotoxic Association Letter and AsMA ATM Committee Response letter)*
            2. A second letter from the Aerotoxic Association received by ATM Committee – a short AsMA response letter provided *(See attached second Aerotoxic Association letter and short AsMA response letter)*
         3. **RA201105-1 Airline Medical Departments Working Group Report & Recommendations (Hudson)**
            1. AsMA letter sent to nine major US airline CEOs expressing concern over the elimination of medical departments *(see attached airline CEO letter)*
            2. Letter encourages airlines to reconsider internal medical departments, the use of Aerospace Medicine Specialists, and offers help to the airlines in evaluating the ROI for establishing/maintaining internal medical departments
            3. Two responses to the letters

American Airlines still maintains internal medical department and supports AsMA’s efforts *(see attached AA letter)*

Southwest Airlines sent e-mail reply and cited costs for outsourcing the medical requirements *(see attached Southwest Airlines e-mail)*

* + - * 1. EXCOM decided not to send more letters at this time **(CLOSED)**
    1. Communications **(Dervay)**
       1. *See attached Action Plan*
       2. Dr. Aero internet forum status
          1. Disclaimer statement to be posted to the Dr. Aero website is under legal counsel review
          2. Upon approval of disclaimer, move forward with purchasing bulletin board license, setting up bulletin board with SCUBA Board assistance, seeding initial questions and answers on new bulletin board, and ensuring Dr. Rayman and other Aerospace Medicine experts are trained and prepared to begin responding to bulletin board questions
       3. **RA102203-1 Membership Survey Result – Webpage functionality, quality, and services (Communications Committee)**
          1. EXCOM identified redesign/functionality of AsMA website as number 1 strategic issue in March 2011
          2. Estimated cost to upgrade website and make it completely integrated with the membership database is $60,000
          3. **RA201103-3 AsMA Website Capital Campaign (Sventek/Dervay)**

March 2011 decision to establish capital campaign and coordinate with the AsMA Foundation to allow tax-deductible donations to be made in support of the campaign

AsMA Foundation’s Articles of Incorporation were revised to expand their mission (including supporting specific AsMA IT activities) – the Foundation’s Articles of Incorporation are under review with the Virginia State Corporation Commission and once approved will allow AsMA to develop an account within the Foundation to collect donations specific to the Website Capital Campaign

Communications Committee will develop a document listing the requirements for the new AsMA website in advance of the approval of the revised Foundation Articles of Incorporation **(OPEN – Sventek/Dervay)**

* + - 1. iPad application at the Anchorage meeting was big success – will offer again in Atlanta **(INFO)**
    1. Resolutions **(DeJohn)**
       1. *See attached Action Plan*
          1. **RA201105-03 Electronic Forum for Reviewing Resolutions (Sventek/DeJohn)**

ED worked with ISSI to develop comment forums for AsMA Committees – including AsMA Resolutions Committee

Bylaws Committee and Resolutions Committee tested the new comment forum (bulletin board) function and found it to be very intuitive and useful

New comment forum function will be used to offer AsMA members the opportunity to review and comment on future draft AsMA resolutions

* + - * 1. Concern was raised on electronic voting procedures for resolutions and bylaws

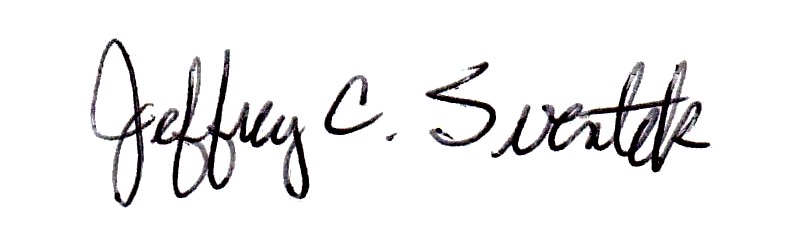
Robert’s Rules of Order does not address electronic voting

Current AsMA Bylaws directs final approval of resolutions to the Council

Current AsMA Bylaws requires 40% of the Council to establish a quorum

If AsMA decides to change the Bylaws to allow electronic voting to approve future resolutions, what measure should be used to establish the quorum? **(OPEN – DeJohn)**

1. **INTERNATIONAL SERVICES (FISHER)**
   1. General
      1. **IS201108-01 Combined AsMA/ESAM Meeting in Europe (Sventek/Hardicsay)**
         1. Previously assigned and tracked by the ad hoc Long Range Planning Committee – now formally assigned under International Services
         2. ED led working group in conference call in December 2010 – AsMA and ESAM participants agreed to conduct analysis of idea
         3. Initial analysis suggested a joint meeting should be held in Europe (perhaps Frankfurt, Germany) in a year coincidental with the European ICASM (odd years). 2017 would be the earliest possible for this meeting.
         4. Concerns raised about US participation and costs
         5. ED will work with VP, International Services and Chair, International Activities Committee to continue discussions on subject **(OPEN – Sventek/Hardicsay)**
   2. Committees
      1. International Activities Committee – *see attached Action Plan*
2. **NEW BUSINESS**
   * 1. Global Presentations, LLC demonstration – conference call held Friday, August 19 at 1 PM
        1. Company captures conference proceedings (content, video and audio) and hosts meeting materials on website
        2. Captured content can be viewed on-line and offered for purchase
        3. Has capability to attach test materials and facilitates content use for CME Enduring Materials
        4. Quite expensive
           1. $1,900/room/day – content, video and audio
           2. $700/room/day – content and audio
           3. $200/session for 2 years for hosting captured materials
           4. Plus travel costs and lodging
           5. Some discounts available
        5. ED will provide Global Presentations, LLC with meeting matrix from 2011 Anchorage meeting – Global Presentations, LLC will use the matrix to generate an estimate of costs for a meeting and provide to ED
        6. ED will share cost estimate with EXCOM for decision on whether to use Global Presentations to capture meeting in Atlanta **(OPEN – Sventek)**
   1. Nominations for American Board of Preventive Medicine Aerospace Medicine and Occupational Medicine Trustees **(Sventek)**
      1. ABPM Board of Trustees will have one Aerospace Medicine and one Occupational Medicine vacancies next year
      2. AsMA asked to submit up to three nominations for each of the positions
      3. ED sent blast e-mail Call for Applications to the AsMA membership with the desired requirements listed
         1. Call for Applications closes September 30, 2011
         2. Received one application **(OPEN – Sventek)**
   2. Time to update the AsMA Medical Guidelines for Airline Travel (2003) and Medical Guidelines for Airline Passengers (2002) and Useful Tips for Airline Travel (2005) **(Sventek)**
      1. Publications found on AsMA website
      2. Outdated and need updating
      3. Air Transport Medicine Committee should update these publications and send the updated draft documents to the Education & Training Committee for review. Both committees should leverage the ASAMS group (contact Dr. Dan Van Syoc) **(OPEN – ATM Committee)**
   3. University of Utah School of Medicine Course titled “Aspects of Health and Safety Management” – requesting AsMA CME accreditation **(Sventek)**
      1. Course offered by Dr. Royce Moser – previously accredited by the School of Medicine
      2. 40 CME credits – accreditation renewal is due every 3 years
      3. Curriculum includes a test
      4. ED will notify Dr. Moser that EXCOM wants the E&T Committee to review the course materials and make recommendation on CME accreditation by AsMA **(OPEN - Sventek)**
   4. Uniformed Services University of the Health Sciences course on Nutritional Supplements – requesting AsMA CME accreditation **(Sventek)**
      1. 2-hour online course worth 2 CME credits
      2. USUHS can no longer afford to support a CME department
      3. ED will provide the Education & Training Committee the login credentials so they can evaluate the course and make an accreditation recommendation to the EXCOM **(OPEN - Sventek)**
3. **DATE AND LOCATION OF NEXT EXCOM MEETING**
   1. The next Executive Committee meeting will be Tuesday, November 15, 2011 at 5:00 PM. Meeting will be held at the AsMA Home Office, 3rd floor Conference Room
   2. President thanked EXCOM for their support and leadership
4. **ADJOURNED at Saturday, August 20 at 11:20 AM.**

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Estrella Forster, PhD Jeffrey C. Sventek, MS, CAsP

Secretary Executive Director

**GOVERNANCE ATTACHMENTS**



**EDUCATION & RESEARCH ATTACHMENTS**

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**MEMBER SERVICES ATTACHMENTS**

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**REPRESENTATION & ADVOCACY ATTACHMENTS**



**INTERNATIONAL SERVICES ATTACHMENTS**

