

**Minutes of the**

**Aerospace Medical Association**

**Executive Committee Meeting**

***February 22-23, 2013***

**AsMA Headquarters**

**Alexandria, Virginia**

**WELCOME (MERCHANT)**

President Glenn Merchant (GM) called the meeting to order at 0830 Hrs. of 22 February 2013. He and the Executive Director (ED), Jeff Sventek, welcomed Executive Committee (EXCOM) members and others in attendance:

Bopp, Genie – Member-At-Large

Campbell, Mark – VP Education and Research

Dervay, Joe – Member-At-Large (and Chair, Communications Committee)

Fisher, Chuck – VP Member Services

Forster, Estrella - Council Secretary

Gradwell, David – VP International Services

Merchant, Glenn – President

Ortega, Joe – Treasurer

Scarpa, Philip – VP Representation and Advocacy

Stepanek, Jan – Member-At-Large

Sventek, Jeff – Executive Director

Webb, Jim - President Elect

OTHERS

Mohn, Glenn – Investment Advisor

***Review and Approval of Agenda***

The agenda for the subject meeting was unanimously approved. Please refer to the AsMA Executive Committee Meeting Book of February 2013 v.3 for details (ECMB, pp. 2-4).

***Extractions***

None

***Approval of Minutes***

The minutes of the last EXCOM meeting, held on 24-25 August 2012, were unanimously approved. (ECMB, pp. 6-27).

**GOVERNANCE REPORTS (WEBB)**

***President’s Report (Merchant)***

AsMA 2013 Meeting in Chicago. Attention was called to the Chicago meeting which presents a major challenge given the current position of government agencies regarding travel. In an attempt to address the lack of a U.S. budget, government travel funds have been reduced to unprecedented levels. Thus, membership attendance to the upcoming AsMA meeting in May is being curtailed by this difficult situation. GM presented as examples the cancellation of the Association of the Medical Surgeons of the United States (AMSUS) and the USAF Academy meetings. He thanked the ED for his efforts and those of Walter Galanty towards enhancing AsMA 2013 attendance by military and other members of AsMA. It was confirmed that the AsMA meeting would indeed take place as the organization could not afford the fee to cancel it at this stage of development.

Finances. GM happily noted that Joe Ortega (JO) reports that AsMA is “in the black.”

Strughold Award. The ED continues to address queries regarding the Space Medical Association’s Strughold Award. Lately from the Wall Street Journal.

Louis Bauer Lecture. The NASA Administrator, Charles Bolden, will provide the 2013 Bauer Lecture in Chicago.

Harry G. Armstrong Lecture. John Clark will be the speaker at this AsMA 2013 event. He will also provide a speech during the Fellows Dinner. He is an excellent speaker, as experienced by GM in Australia last year, during the meeting of the International Academy of Aviation and Space Medicine (IAASM).

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

Payroll. Paychex, the company providing payroll services to AsMA, has not performed satisfactorily. Examples were provided: use of wrong Federal Employment Identification Number (FEIN) and W-2 forms, reports not provided on time, IRS taxes not paid – generating late fees (subsequently paid by Paychex). HRi Inc. is now providing payroll services to AsMA as of 1 January 2013 and at 2/3 the cost of Paychex. Details are presented in ECMB pp. 28-29.

AsMA 2013. ED is in continued communication with Surgeon General (SG) of the USAF, LtGen. Travis, in an effort to secure DOD support of the AsMA meeting in Chicago (AsMA normally enjoys ~ 400 DoD attendees). The SG’s request for 200 attendees was not approved. Its revision (90 attendees) has been submitted for consideration. ED stated that General Travis along with his staff, has been an excellent supporter of AsMA in this crisis. ED continues to work hard on these issues. He currently projects AsMA 2013 attendance will be reduced by 550-700; more if NASA and FAA attendance is also curtailed. Details are presented in ECMB pp. 29-30, 206-209.

EFSC Conference. AsMA provided online registration services for both the NATO and the OEFSC portions of the European Flight Surgeons Conference (ECMB p. 30).

Membership. AsMA membership is improving in number, now at 2300, highlighted by a rise in UK enrollments (ECMB p.31). The newly published AsMA website likely played a role in this improvement. GM related his experience at IAASM last year, where attendance was unusually high (400-500 people). He noted the recruiting efforts of UK and Canada, which serve as role models. He also announced Singapore’s recognition of Aerospace Medicine as a specialty.

Check Intercept. ED reported a refund check was sent to the physician in Nigeria who could not attend a social function at the 2012 AsMA meeting. Said check was intercepted by nefarious person(s) and was used to produce others in an attempt to defraud AsMA and empty its bank accounts. ED successfully addressed the situation with the help of the FBI such that a ~$750,000 loss was averted.

***Treasurer’s Report (Ortega)***

UBS Investment Review. JO introduced Glenn Mohn (GlM), Investment Advisor, of the Bitsoff Mohn Wealth Management Group, now serving AsMA in place of Merrill Lynch. He came highly recommended by GM and ED as a person who is available, responsive, and attentive to AsMA’s needs. GlM in turn spoke very highly of ED, whom he described as a hard worker, “a keeper,” and that if ED would be available, GlM would not hesitate to make him a partner of his firm. GlM then distributed and discussed the contents of two items: 1) a list of facts regarding the current economy and 2) a booklet illustrating the UBS Financial Services Investment Portfolio (less Money Market). GlM provided comments regarding the current situation with attendance to AsMA 2013 and confirmed that Government is indeed a source of risk and that insurance to protect the association from this type of situation (cancellation of meetings) is very costly.

Financial Review. The Treasurer’s report (ECMB pp. 32-57) was subsequently reviewed as to its past history, AsMA meetings comparison, revenues vs. expenses, profits & losses, reserves, and other details. It was clarified that “UBI” meant unrelated business income such as rentals of the AsMA Bldg. space (to two entities, for a total income of ~ $36K), t-shirt sales, and board certification fees. JO also discussed his “To Do” list and the necessity to include Dwight Holland as a participant member of the Finance Committee, given his interest in this topic. Currently, JO only counts with DeVoll, Shoor, and Phares in said committee. JO was congratulated for his job WELL DONE. It was noted that the current approach to financial management has greatly improved and that it will facilitate predictive analysis so as to better address AsMA’s financial options and opportunities for the future, which JO is already exploring.

**OPEN ACTION ITEMS (MERCHANT)**

Pay all Dues at One Time. The goal to institute a system for members to pay all dues at one time (AsMA’s and its constituents) is not yet reached. Currently a unified position is being sought from all those constituent organizations that would be affected. While the value of the goal is recognized, there is a concern with it being a *requirement*; instead, an *option* to participate in this system would be preferred (ECMB pp. 58-66). JO volunteered the ASAMS to be the first participants of such a system – as a “trial balloon” to assess its effectiveness. As a result, a **MOTION** was presented to (a) go forward with this trial, and (b) update the AsMA website to permit such trial. The motion passed unanimously. In addition, a **MOTION** was presented to assign the Bylaws Committee the task to seek input and recommendations from all constituent members on this issue. The motion passed unanimously.

AsMA Welcome Reception. The reception in Chicago will take place in the host hotel’s Exhibit Hall and its cost has been capped at $10 K.

Bylaws Changes. All scheduled Bylaws changes (ECMB p. 59) will be presented during AsMA 2013 Business Meeting. There is a concern that reduced attendance at the meeting may make it difficult to secure a quorum for approval of these changes.

Third Plenary Session. The third plenary session projected for AsMA 2013 is on hold. The Education Committee is working with ED to plan ahead - these sessions impact the overall scientific program (reduced number of abstract presentations).

Focus on Human Performance and Life Support. The need for AsMA to increase its focus on these areas was discussed (ECMB pp. 59, 66-68). A **MOTION** was presented to change the name Aerospace Human Factors Committee to Aerospace Human Performance Committee. The motion was approved unanimously.

Air Traffic Controllers Fatigue Resolution. The subject resolution is closed.

Biographical Data. This effort, which goal is to record historical data, is almost complete, though no significant progress has been realized lately. Testing and evaluation of the system should occur soon. The system will allow members to post their information and facilitate scoring of candidates for AsMA Fellow.

Speakers Bureau. Bill Fraser, Chair of the Science and Technology Committee is heading this effort. It has been difficult to establish the bureau due to lack of Fellows’ participation. ED will consult with Fraser to determine the viability of this goal.

Corporate Dues Structure. This matter is still open. Dr. DeBois had presented a structure to the council for evaluation, which involved a tiered approach to corporate dues.

The Useful Tips for Airline Travel. The brochure is completed (ECMB pp. 69-72). A similar publication, meant for physicians, is currently underway and expected to be published by the end of the year. It is being prepared in sections by the Air Transport Medicine Committee (ATM) members, with consultation with SMEs from other organizations. The EXCOM attendees were invited to contribute to its development, if interested, via Phil Scarpa.

Policy Compendium. Concern was expressed regarding the currency of the documents posted in the AsMA website reflecting various AsMA Positions, White Papers, and other items, which may be interpreted as policy when it is no longer so. It was recommended that perhaps the Resolutions Committee could review the contents of this section of the website so as to update and archive it as appropriate. For example, Chuck DeJohn, Chair of said committee, could canvass other committees and organizations to identify volunteers to assist him in this endeavor. Issues to consider include suspense dates and periodic reviews of the documents.

Sponsor Support. It was discussed there needs to be a centralized process to approach AsMA sponsors for their support. Said sponsors are concerned that too many people are approaching them for financial and related assistance.

Journal Survey. The survey of AsMA membership led by Pam Day regarding the association’s journal is progressing well.

Conflict of Interest (COI). A COI form is required to be completed by all Council members so as to address IRS requirements relative to non-profit organizations. ED has prepared such a form, borrowed from the American College of Preventive Medicine (ACPM). It has been reviewed and approved by AsMA’s legal consultant. It next will be presented to Council for its consideration and approval during the Sunday Council meeting at AsMA 2013. If approved, the form will be provided to all Council members for completion during the Thursday Joint Council Meeting at AsMA 2013. The COI requirement will soon also be incorporated in the PPM (ECBM pp. 73-83).

**ANNUAL SCIENTIFIC MEETING (SVENTEK)**

Status Update. There are 200 registrants as of February 2013.

DOD Conference Funding. This issue was discussed earlier as shown above.

**NEW ASSOCIATE FELLOWS APPROVAL (SVENTEK)**

A **MOTION** was presented to approve 37 members of AsMA as Associate Fellows. The motion was approved unanimously.

**NOMINATING COMMITTEE REPORT (WEBB)**

**MOTION**: The new slate of AsMA Officers was presented to the attendees and unanimously approved as shown (ECMB p. 84).

**AWARDS COMMITTEE REPORT (FISHER)**

It was reported that Kris Belland is doing a wonderful job in completing the task of identifying the 2013 AsMA Award nominees and winners. Kris has been particularly successful in ensuring the Tredici Award is ready for presentation. The process is almost complete. It was recommended that the John Ernsting award plaque needs to be revised to reflect it is an award granted by AsMA (Ulf Balldin, recent recipient of the award, noted this data was missing).

**AMSRO TRAVEL SCHOLARSHIP AND DAVIS ENDOWED SCHOLARSHIP (SVENTEK)**

There were three applicants for the Aerospace Medical Student and Resident Association (AMSRO) and one applicant for the Davis scholarships. A **MOTION** was presented to approve Dr. Ballard for the former. The motion passed unanimously. Next the candidate for the Davis scholarship was discussed. The **MOTION** to present the award to the sole candidate was approved with one dissenting vote (ECMB pp. 84-137).

**APPROVE NEW COMMITTEE CHAIRS (WEBB)**

A list of Committee Chairs was approved (ECMB p. 138). Discussed was the need for a Corporate & Sustaining Members Committee, as the ED should be the Point of Contact for such members.

**SPOTLIGHT ISSUE – CME/MCO (MERCHANT)**

The American Board of Medical Specialties approach to continuing medical education (CME) was discussed. GM wants to implement a similar self-assessment model. It would be based on the AsMA Journal, say 10-15 of its articles, instead of the current 3 questions presented under each AsMA conference abstract. A web-based CME approach is also an option. GM and ED will discuss these ideas with the ACCME (CME accreditation board). The approach to CME in the UK was next discussed in terms of the number of points required (50) as opposed to those offered by AsMA meetings (24). It was stressed that CME/MOC is an important benefit offered by AsMA and that to make it successful it (1) will require time and preparation; (2) cannot rely on volunteers alone; (3) must partner with other institutions and professional organizations, including the AsMA Fellows, the Flying Physicians Association (FPA), Civil Aviation Medical Association, FAA, and various Universities (Mayo, Wisconsin, UTMB, Embry Riddle, etc.); and (4) develops materials for AsMA Workshops, Webinars, Lectures, Quizzes, etc., which would require a budget. ECMB pp. 139-149 provides more details. As a result of these discussions, two **MOTIONS** were presented for ED to work with the Education & Training Committee and the ASAMS to develop effective web-based (A) MOC and (B) CME processes. The latter with the potential for implementation during the San Diego AsMA meeting of May 2014. The motions were approved unanimously. Next, J. Stepanek, C. Fisher, B. Pinkston, and E. Forster were identified to prepare a proposal to describe the process for both these efforts (draft due May 2013). The next meeting of the FPA is scheduled for June 2013 – it may be a good time to approach them to develop a strategy for ASMA CME and MOC processes above. Finally, medical informatics was recommended as a CME topic.

**NEW BUSINESS**

JAMA Article. There were some issues presented by M. Hudson, Chair of the ATM Committee, relative to the JAMA article entitled “Air Travel–Related Deep Vein Thrombosis and Pulmonary Embolism” by H. Sugerman et al. A **MOTION** was presented for approval to send a letter authored by Hudson, describing these concerns, to the Editor of JAMA. The motion was approved unanimously. See ECMB pp. 150-152.

Capital Campaign. The Chair of the Communications Committee, Joe Dervay (JD) is poised to announce the AsMA Website Capital Campaign to AsMA members, seeking a donation for its further development. Members will be reminded that such donation, suggested to be $300 (as exemplified by the donations of the ED and past President), is tax deductible. The appeal will clarify what is to be done with the projected funds and the value gained from expenses realized to date. It was recommended to call the project Web-Based Services rather than plain Website development. Seeking input from the EXCOM on the contents of the letter, it was recommended to JD the letter should be “punched up” and to provide ease of access (e.g., a link) to make donations. A **MOTION** was presented to approve the letter as recommended. The motion was approved unanimously. See ECMB pp. 153-154.

Corporate and Sustaining Member Committee/Affiliate. The CSMC has developed a new brochure presented to ED for input. It has also discussed ideas with ED to increase their value to AsMA corporate membership. The brochure and the slate of offerings presented for consideration by EXCOM are shown in pp. 154-162 of the ECMB. A preliminary summary of ED’s findings follows: *Step & Repeat* – not allowed by ACCME in any scientific session; *Exhibit Bags* - does not represent a problem if provided in the conferences’ Exhibit Area. It will present a problem if AsMA is expected to purchase such bags; *Exhibit Pass* – TBD; *Preferred Rate Augmentation* – TBD, difficult to understand the offering; *Workshop Pass* and *Recruitment WebBoard* – not likely to be approved; *Member Video Links* – already available; *Corporate Member Listing Repositioning* – not likely to be approved; and *The Technology Issue* – likely to be approved. The Brochure was next discussed, it was liked by those present, though there is a need to ensure the benefits discussed therein are accurate and complete. It was also noted that CSA (the abbreviation for the affiliate) also stands for Canadian Space Association. Finally, a question was raised regarding the status of the tiered approach to corporate membership; There does not appear to be a consensus amongst the corporate sponsors. The matter remains stagnant and may necessitate resolution in spite of the CSMC.

Society of NASA Flight Surgeons (SNFS). The society has requested to be a member constituent of AsMA via a letter presented by its president to GM (ECMB pp. 163-178). Unfortunately, the materials presented are not in line with AsMA’s bylaws regarding such membership. The letter will be forwarded to Council with the recommendation to request SNFS to review its Bylaws in terms of AsMA constituent membership requirements and thus allow AsMA an opportunity to reconsider their request. It was further discussed that this issue is not unique to SNFS and that all AsMA constituent organizations’ bylaws and membership lists should be reviewed to ensure compliance with AsMA’s requirements.

Dissolution of AsMA Foundation. The AsMA Foundation, wonderfully established by Jennings, is proposed to be dissolved because now that AsMA is a charitable non-profit organization, AsMA and the Foundation’s goals, may be working against each other. While the Foundation’s Board would remain intact, the coordination of the various awards (Goldenrath, Tredici) and scholarships should be centralized under one entity. A **MOTION** was presented for AsMA to accept the administrative and management activities of the AsMA Foundation (see ECMB pp. 179-180). The motion was tabled as the process and legal ramifications to enact the proposed dissolution need to be explored further before a decision was made.

Strughold Award.ED continues to receive queries regarding this controversial issue. His response remains a reference to the Space Medicine Association (SMA), grantors of said award. SMA is currently conducting a review of the situation.

InReach CME/MOC Proposal. Pages 181-194 present a proposal by InReach to offer CME/MOC service platforms.

**CONSENT CALENDAR (MERCHANT)**

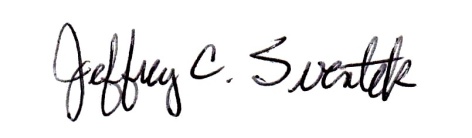
Pages 195-200 of the ECMB present the following committee reports: ATM, Arrangements, Membership, and Nominating.

Pages 201-205 of the ECMB present the ACPM and the Commission of Accreditation of Medical transport Systems (CAMTS) Representative Report.

***ADJOURNED AT 1704 Hrs on 22 February 2013***

**REFERENCES**

* Aerospace Calendar – ECMB pp. 210-211
* Bylaws of the Aerospace Medical Association Approved May 2012 – ECMB pp. 212-220
* AsMA Policies & Procedures Manual Approved November 2012 – ECMB pp. 220-290
* AsMA Key Personnel Roster – ECMP pp. 291-294
* Parliamentary Procedures at a Glance – ECMP p. 295



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Secretary Executive Director

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