**EXECUTIVE COMMITTEE MEETING**

**AEROSPACE MEDICAL ASSOCIATION**

**MARCH 5 – 6, 2010**

**HOMEWOOD SUITES**

**COLORADO SPRINGS, CO**

# Call to order – Dr. Weien

* 1. Dr. Weien welcomed everyone to Colorado Springs, CO and called the meeting to order at 11:15 AM.

2. Approval of Executive Committee meeting of August 28 – 29, 2009 – Dr. Weien

* 1. The Executive Committee meeting minutes of August 28 – 29, 2009 were approved as read.
1. **GOVERNANCE – (SIDES)**
	1. **GOV201003-1 REVIEW HOME OFFICE BENEFITS – (Sventek - CLOSED)**
		1. The ED provided an overview of the current Home Office staff benefits and made the following recommendations to the committee,
			1. Lengthen work day from 7 hours per day to 7.5 hours per day. The extended work day is in line with the standard work day used by many of the non-profit organizations in the Alexandria, VA area. A motion was made to lengthen the staff work day from 7 hours to 7.5 hours and was seconded. The EXCOM unanimously approved the recommendation. **(CLOSED)**
			2. Modify the paid time off policies to reflect accrual of leave through the year rather than receiving all of the year’s leave on January 1st. Accrual rates would be based on longevity with AsMA according to the following table:

|  |  |  |
| --- | --- | --- |
| **Longevity (Years)** | **Annual (Days/yr)** | **Sick (days/yr)** |
| 0 – 3 | 16 (10 hrs/mo) | 12 (7.5 hrs/mo) |
| 3 – 5 | 19 (11.875 hrs/mo) | 12 (7.5 hrs/mo) |
| 5 – 10 | 21 (13.125 hrs/mo) | 12 (7.5 hrs/mo) |
| Over 10 | 24 (15 hrs/mo) | 12 (7.5 hrs/mo) |

* + - * 1. The maximum amount of accrued annual leave that can be carried forward from one year to the next will be reduced from 60 days to 30 days. All accrued leave carried over from year to year is a fiscal liability to the Association. Current employees were hired under a policy that allows a maximum of 60 days accrued annual leave to be carried over to the next year. The new policy would reduce the maximum accrued annual leave carryover to 30 days and reduce the Association’s fiscal liability when an employee leaves the Association. To protect those current employees that have accrued more than 30 days of annual leave, the new policy will allow them to carry over more than 30 days but the maximum amount will be adjusted based upon their accrued annual leave balance on December 31st each year. For example, if an employee has 60 days of accrued annual leave on December 31, 2010, that employee would be allowed to carryover the full 60 days. If that same employee has 55 days of accrued annual leave on December 31, 2011, then the employee can carryover the full 55 days and that balance would now become the new maximum that employee can carry over in future years. If the employee’s balance on December 31 of any future year is less than the new maximum carryover amount, the maximum carryover target for that employee continues to be adjusted down.
				2. The paid time off policies would also be changed to include the following paid holidays:

New Years Day (January)

Martin Luther King, Jr. Birthday (January)

President’s Day (February)

Memorial Day (May)

Independence Day (July)

Labor Day (September)

Columbus Day (October)

Veterans Day (November)

Thanksgiving Day (November)

Christmas Day (December)

* + - * 1. Two floating paid holidays would be added each year. Employees would be able to use these floating paid holidays any time during the year.
				2. The three days of Bereavement Leave would not be changed.
				3. A Flexible Leave policy would be included to allow employees to use Sick Leave rather than Annual Leave to care for a direct family member who is ill.
				4. A motion was made and seconded to approve the proposed changes to the paid time off policies. The EXCOM unanimously approved all paid time off recommendations. **(CLOSED)**
				5. A lengthy discussion related to Voluntary Leave Transfer Programs or Leave Donation Programs ended with a recommendation for the ED to collect more information on this issue and report back to the Executive Committee at the next meeting. **(OPEN – GOV201003-2 Leave Donation Program - Sventek)**
			1. Disability Insurance (covers all Home Office staff)
				1. Short-Term Disability Insurance ($208.91/month)

Provides a weekly benefit of 60% of weekly earnings to a maximum of $900/week

Elimination period of 14 days (disability prohibits employee from performing assigned duties for more than 14 days – requires employee to use 10 days of sick leave before qualifying for Short-Term disability benefits)

Benefit duration is 11 weeks

* + - * 1. Long-Term Disability ($351.11/month)

Provides a monthly benefit of 60% of monthly earnings to a maximum of $4,000/month

Elimination period of 90 days (disability prohibits employee from performing assigned duties for more than 90 days – requires employee to use 10 days of sick leave, 11 weeks of short-term disability and potentially 5 more days of sick leave before qualifying for Long-Term disability benefits)

Benefit duration continues until employee reaches Social Security Retirement age or achieves a situation covered by the reducing benefit duration clause

* + - * 1. Total cost for all AsMA Home Office staff is $560.02/month or $6,720.24/year.
				2. A motion was made and seconded to approve the recommendation to purchase Short-Term and Long-Term disability insurance for the AsMA Home Office staff. The EXCOM unanimously approved the recommendation. **(CLOSED)**
			1. Employee 401k Plan
				1. Moved from Pension Plan (403b) to 401k plan in February 2007
				2. Current plan is managed by AXA Equitable and is a Safe Harbor plan

Requires AsMA to invest minimum of 3% of employee’s salary

AsMA invests 10% of employee’s salary

* + - * 1. Analysis of proposal to change plan

AsMA invest 3% of employee’s salary

AsMA increases employee’s salary by 3%

AsMA would match up to 3% of employee’s voluntary investment

Increased salaries generate increase payroll taxes for AsMA and increase the calculation base for determining the required 3% mandatory Safe Harbor investment

Any anticipated savings lost through increased social security and payroll taxes

Only two employees currently investing beyond the 10% provided by AsMA

* + - * 1. Recommendation: Maintain current 10% investment for staff and invest only the mandatory Safe Harbor 3% for ED with no additional matching
				2. A motion was made and seconded to invest the mandatory Safe Harbor 3% investment for the ED and maintain the current 10% investments for the other AsMA Home Office staff members. The EXCOM unanimously approved the recommendation. **(CLOSED)**
			1. The ED announced the Home Office would be transitioning from the Lan2Wan DSL service (3 mbps/768 kbps) to Comcast Business cable (22 mbps/5 mbps) in mid-March 2010 in an effort to increase the data transfer rates between the users in the AsMA Home Office and the IMPak database located on the HostMySite.com server.
				1. ED reported problems with the transition from the MemEx membership database system to the ISSI IMPak Association Management Database system. Most of the problems have been resolved, but ISSI continues to express concern over the capabilities of the web hosting service, HostMySite.com. ISSI’s professional opinion is that the HostMySite.com service does not offer the speed and band-width required to maximize the IMPak software’s robust capabilities. ISSI recommended American Technology Services in Fairfax, VA as a host service. American Technology Services is slightly more expensive but currently hosts one-third of ISSI’s IMPak clients with great success. Confluence believes that HostMySite.com does offer everything required and also provides AsMA with the technical expertise to merge legacy databases for the various AsMA Committees and the Fellows Group. The ED recommended the consulting agreement with Confluence be terminated since there seems to be no resolution to the rift between ISSI and Confluence and the IMPak database is the most important function for managing the Association’s daily operations. ExComm gave the ED authority to decide which is in the best interests of the Association.
				2. A motion was made and seconded to give the ED authority to evaluate the changes in performance of the IMPak database following the transition from DSL to cable internet service. If performance is not significantly improved, ED would have authority to decide whether to terminate consulting agreement with Confluence and transition IMPak database from current web hosting service to the American Technology Services hosting service as recommended by ISSI. The EXCOM unanimously approved the recommendation. **(CLOSED)**
			2. Finances (Merchant)
				1. AsMA experienced at $341,000 loss in 2009

Convention income was down due to increase in convention expenses and the H1N1 scare with resultant international economy slump.

Membership was down in 2009

Association must find ways to increase membership, decrease expenses and decrease operating costs

Need a more aggressive approach for tracking attendees at the annual scientific meetings. Should be able to identify attendees by country of origin, military service, member versus non-member, etc. As follow-on to annual meetings, should contact the non-members and encourage them to join the Association.

Is the reported depreciation accurate? Should it be included in the accounting documents? ED will address these issues with the accountants (Watts Group).

Other suggestions for increasing income included selling CME and MOC on-line and establishing membership tiers for Corporate Members (Gold, Silver, Bronze).

EXCOM directed ED to make a list of ideas for improving financials and report at next EXCOM meeting. **(OPEN – GOV201003-3 Ideas for Improving Financials - Sventek)**

* + - * 1. **GOV-2 Apply for 501(c)(3) IRS Status – (Sventek)**

Articles of Incorporation were published in the October ASEM journal.

Vote on the Articles of Incorporation will occur during Annual Business Meeting in May 2010

Once updated Articles of Incorporation are approved by the membership, the ED will meet with the Association attorney to complete the paperwork with the District of Washington. Approval of the 510(c)(3) application could take 6 months. **(OPEN – GOV201003-4 Apply for 501(c)(3) IRS Status - Sventek)**

* + - * 1. **GOV-3 Arrange Audit – (Merchant)**

An audit is required for the Home Office. Estimated cost of audit is $15,000. **(OPEN – GOV201003-5 Arrange Audit - Merchant)**

* + - * 1. **GOV-4 Prepare Ethics Statement – (Merchant)**

No update. **(OPEN – GOV201003-6 Prepare Ethics Statement – Merchant)**

* + - 1. Committees
				1. **GOV-5 Update Policy and Procedures Manual (Sides, Lischak)**

Mike Lischak has established an ad hoc working group with representation requested from each Constituent Organization, Standing Committee, and AMSRO. EXCOM members are invited to provide their inputs for improving the manual.

The Policy and Procedures Manual Working Group will meet to discuss the way ahead

Chuck DeJohn and Marian Sides combed the Bylaws and will ensure integration of the updates to manual and the Bylaws. **(OPEN – GOV201003-7 Update Policy and Procedures Manual – Sides/Lischak)**

* + - * 1. **GOV-6 Bylaws Changes (Lischak)**

AsMA Articles of Incorporation published in October ASEM and will be voted on during May 2010 Business Meeting in Phoenix, AZ.

Jack Hastings provided draft Policy and Procedures input for the Nominating Committee to the Policy and Procedures working group.

Policy and Procedures working group will continue work through calendar year 2010 with plans to publish update manual. Marian Sides and Chuck DeJohn will ensure proper integration of the manual changes with the AsMA Bylaws (changes will need Council vote for approval). **(OPEN – GOV201003-8 Bylaws Changes – Lischak)**

* + - * 1. Finance (Merchant) – Articles of Incorporation. See GOV-2 above
				2. Nominating (Hastings) – Drafting Policy and Procedures guidelines for Nominating Committee. Nominee slate is built and will be presented to Council in May.
			1. President-Elect’s Comments
				1. Dr. Marian Sides made comments about her plan of action for her 2010-2011 AsMA Presidency. She plans to form an ad hoc working group of approximately 10 people to develop a strategic plan for the Association. The strategic plan will plot a deliberate path that defines a timeline with specific milestones and metrics for achieving the milestones. The strategic plan will focus on the strategic thrusts necessary for AsMA to continue as the international leader in Aerospace Medicine. The Association Strategic Plan will serve as the template for Constituent Organizations’ and Standing Committees’ Integrating plans. Dr. Sides wants the Association to focus on our general membership, corporate membership, international numbers and space medicine.
1. **EDUCATION AND RESEARCH – (WEBB)**
	1. Editor’s Report (Bonato) – See attached report

* 1. Managing Editor’s Report (Day) – See attached report
	2. Annual Meeting (Sventek)
		1. Percentage of room block sold – 56.7% (ahead of LA Meeting)
		2. Number of registrations – 328 (ahead of LA meeting)
			1. **ER-1 AMDA Exhibits (Weien/Sventek)** – Meeting to be arranged with representatives from AMDA to discuss exhibitors at AMDA meeting on Saturday prior to AsMA meeting. Our goal is to resolve this issue before the Anchorage meeting in 2011. **(OPEN – ER201003-1 AMDA Exhibits – Sides/Merchant/Sventek)**
			2. **NB-1 Organize Airline Medical Department Workshop (DeBois)** – A seminar on this subject will be convened at the meeting in Phoenix. **(OPEN – ER201003-2 Organize Airline Medical Department Workshop – DeBois)**
			3. **ER-2 Survey Exhibitors (Sventek)**
				1. Work with Herlitz to organize survey of exhibitors
				2. EXCOM members make 100% contact with exhibitors and discuss:

Wireless connectivity

Coffee location and availability for attendees

Satisfaction with their assigned location

Lunch in exhibit hall on Tuesdays during the meeting

Which countries they are focused on for their products/services **(OPEN – ER201003-3 Survey Exhibitors – Sventek)**

* + - 1. Scientific Program (Crowley)
				1. **ER-3 Explore Feasibility of PowerPoint/Podcast (Crowley/Shender)** – Recommendation to purchase sufficient thumb drives to download each presentation room’s computer and a hard drive to store them for archiving and making available to membership. EXCOM members discussed the idea of purchasing sufficient external hard drives to have one attached in each room. All presentations for that meeting room would be stored to the external hard drive. Hard drives would be returned to the Home Office and the presentations would be organized, archived on the Home Office server and made available to AsMA members via the AsMA website. A motion was made and seconded to purchase sufficient hard drives for collecting, organizing and archiving all presentations made at the annual scientific meetings. The EXCOM unanimously approved recommendation. **(CLOSED)**
			2. General
				1. **ER-4 Apply for Cephalon Grant for Historical Supplement (Russo/Sventek)** – COL Russo requested grant for this purpose but Cephalon was not supportive. Jim Webb offered to try to find other avenues for funding. **(CLOSED)**
			3. Committees
				1. Aerospace Human Factors – Jim Webb announced that Col Don White will be AsHF Committee Chair as of the May meeting. The November 2009 report to Council was unchanged and still relevant.
				2. Aviation Safety – See attached report
				3. Education & Training

**ER-5 Slideshows (Boudreau)** – Both slideshows have been reviewed and are in the process of being enhanced with formatting and images. Dr. Webb showed the EXCOM the proposed formatting for the slideshows and requested inputs to improve. EXCOM recommended the slide format be standardized and recommended a solid background color (preferably white or a very light color) and Arial font in a dark color to enhance readability. Dr. Webb will provide the inputs to Dr. Boudreau. **(OPEN – ER201003-4 Slideshows – Boudreau)**

**ER-6 ASM Compendium (Boudreau)** – Compendium is nearly complete. Dr. Jarnail will work with Dr. Webb to provide additional information on international programs/research. Dr. Webb is also working with CDR Park, President of the IAMFSP about help from them on the international data. **(OPEN – ER201003-5 ASM Compendium – Boudreau)**

**ER-7 Journal MOC/CME Feature (Boudreau/ASAMS)**

MOC/CME journal feature suspended in 2008 due to suboptimal utilization.

Continuing concerns about cost-effectiveness of journal CME/MOC

Goals for 2009 were to explore shared CME/MOC opportunities with other organizations.

Need approved process for handling MOC/CME. Most physicians requiring MOC/CME have clear parameters set by their respective certifying boards for MOC/CME content. Some physicians cannot use AsMA MOC/CME to meet those requirements.

There is a lot of free CME available for those that don’t require or cannot use AsMA MOC/CME.

ASAMS physicians are those that require the Aerospace Medicine MOC/CME. **(OPEN – ER201003-6 Journal MOC/CME Feature – Boudreau/ASAMS)**

* + - * 1. History & Archives

**ER-8 Reinhartz Historical Lecture Series (Mohler)** – See attached report

**(OPEN – ER201003-7 Reinhartz Historical Lecture Series – Mohler)**

* + - * 1. Science & Technology (Shender) – AsPS and the Aerospace Human Factors Association will co-host a function on Wednesday evening in Phoenix. It is open to the public and will be advertised at the meeting itself.
1. **MEMBER SERVICES (SILBERMAN)**
	1. Membership Status/Dues (Carter) – See attached report
	2. General
		1. **MS-1 Membership Ad Hoc Initiative (Sides) –** Ad hoc committee will execute a survey designed to determine the perceived value of membership for our members.
			1. Survey will be used to evaluate how AsMA can improve perceived value of our members
			2. Once survey is complete, the ad hoc committee dissolves and the Membership Committee will run the analysis and implement initiatives to improved perceived value. **(OPEN – MS201003-1 Membership Ad Hoc Initiative – Sides)**
	3. Committees
		1. Awards (Holland) – See attached report

Dr. Webb initiated a discussion about awarding the Kerwin and Ernsting awards without publication of the awards’ approval in the ASEM. EXCOM decided lack of publication in the ASEM was not an issue as the Awards Committee did widely solicit for nominations. A motion was made and seconded to approve the list of award winners for the Aerospace Medical Association awards as presented to the EXCOM by the Awards Committee Chair. EXCOM approved the list of award winners as presented with 9 members voting in favor, 1 member voting in opposition and no abstentions. **(CLOSED)**

* + 1. Membership (Ortega) – No Report
		2. Corporate & Sustaining (DeBois)
			1. 42 C&S Members in good standing
			2. 5 Companies considering membership
1. **REPRESENTATION AND ADVOCACY (MANNING)**
	1. Outreach (Sventek)
		1. ED is working with the American Meteorological Society, the NASA Applied Sciences Program and the CDC National Center for Environmental Health/Agency for Toxic Substances and Disease Registry (NCEH/ATSDR) to determine if improved communication and collaboration with these agencies would enhance the environmental medicine components of our Association focus. These agencies have been completing research that shows health effects associated with changes in the atmosphere. They are looking for an appropriate venue to present their information. The AsMA annual scientific meeting and our journal may provide those venues. **(OPEN – RA201003-1 Environmental Medicine Advocacy – Sventek)**
	2. AMA Activities (Merchant)
		1. Dr. Merchant explained that he could no longer adequately serve as the AsMA Alternate Representative to the AMA.
		2. A motion was made and seconded nominating Dr. Hernando (Joe) Ortega as the new AsMA Alternate Representative to the AMA. The EXCOM unanimously approved the nomination. The ED will draft a letter to Dr. Ortega notifying him of his approval. The ED will also notify the AMA of this change. **(CLOSED)**
	3. Committees
		1. Air Transport Medicine Committee
			1. Dr. Nigel Dowdall will be relinquishing his position as the Chair of the ATM Committee.
			2. Dr. Martin Hudson has expressed interest in being more active in the committee, but he recommended the Chair should be someone from the US
			3. Dr. Sides will contact Dr. Hudson for more information about his interests
		2. Communications (Dervay)
			1. No current actions assigned to committee
			2. Dr. Dervay would like more guidance on the role of the committee in support of the Association
			3. Dr. Scarpa will send a list of ideas for the committee’s consideration
		3. Resolutions (Gillis)
			1. **RA-1 Resolutions/Letters on Aircrew Fatigue (Caldwell)**
				1. Two fatigue resolutions will be presented to the Council in May.
				2. Dr. Jarnail Singh informed the EXCOM that Dr. Anthony Evans, Chief Aviation Medicine Section, presented the two fatigue resolutions to ICAO during a recent meeting of the ICAO Fatigue Management Task Force. The international community will not add the resolutions in the ICAO Fatigue Risk Management Manual. **(OPEN – RA201003-2 Resolutions/Letters on Aircrew Fatigue – Caldwell)**
2. **INTERNATIONAL SERVICES (SINGH)**
	1. General – Dr. Singh would like to use the International Reception during the annual scientific meetings to expand membership. He would like to expand the reception to a theme-based, formal session. **(OPEN – IS201003-1 Theme-Based International Reception – Singh)**
	2. Committees
		1. International Activities (Hardicsay)
			1. Dr. Singh is interested in an AsMA outreach initiative to assist developing countries establish basic Aerospace Medicine programs.
				1. Need a survey of the international community to determine how they would like AsMA to assist them.
				2. Work to push the AsMA website through developing countries’ Director of Military Medicine and/or Director General of Civil Aviation. **(OPEN – IS201003-2 AsMA Website Push to Countries Developing Aerospace Medicine Programs – Singh)**
3. **NEW BUSINESS**
	1. Scholarship Selections
		1. AMSRO Travel Scholarship – Dr. Sasirajan Jeevarathinam was selected by the EXCOM as the recipient of the scholarship. **(CLOSED)**
		2. UTMB Jeffrey R. Davis, MD Aerospace Medicine Endowed Scholarship – Dr. Kalpesh K. Purohit was selected by the EXCOM as the recipient of the scholarship **(CLOSED)**
	2. Proposed Annual Meeting poster to raise funds (Sventek/Boudreau)
		1. Dr. Boudreau suggested the idea of selling posters of our annual meeting flyers as memorabilia. The EXCOM discussed the logistics and costs to produce and ship the posters to the meetings. They also considered the manpower required to sell the posters. Based on these issues and concerns, EXCOM did not approve the suggestion. **(CLOSED)**
	3. Proposed changes to tracking open agenda items for AsMA.
		1. Dr. Saenger and Jeff Sventek recommended a new system for numbering and tracking open items. The new system will identify open items by the abbreviations for the functional area (GOV, ER, MS, RA, IS) followed by the date the initiative was opened followed by the sequential number and the title of the initiative (e.g., GOV20100305-X Initiative Title). The initiatives will maintain the assigned number and title until it is closed. EXCOM approved this new tracking system. It has been incorporated into these minutes. **(CLOSED)**
	4. Process for approving Corporate & Sustaining Membership applications (Sides/Sventek)
		1. Jeff Sventek informed the EXCOM the on-line application for companies interested in becoming a C&S member was removed following a review of the approval process for new C&S applications listed in the AsMA Bylaws (Article III, Section 1, paragraph F).
		2. EXCOM recommended putting the on-line application back up with a notice stating “Corporate and Sustaining Membership is provisional pending formal approval of the application by the Aerospace Medical Association Executive Committee.”
		3. EXCOM also recommended the Corporate and Sustaining Membership Committee provide the EXCOM regular reports on the C&S membership status. **(CLOSED)**
	5. Offering ATLS at annual scientific meetings
		1. The ED reported a request from an AF Flight Surgeon to have ATLS training offered at the annual scientific meetings.
		2. ATLS is expensive to provide and is dependent on local hospitals for support.
		3. EXCOM thought ATLS would be too difficult and expensive to coordinate and offer at our meetings. They did believe that offering ACLS might be a good idea.
		4. EXCOM directed ED to add a question to the membership survey regarding ACLS at meetings. **(OPEN – MS201003-2 Survey Members on ACLS at Annual Meetings – Sventek)**
	6. Dr. Scarpa discussed the budget concerns for NASA and recommended AsMA write a letter or develop a resolution expressing concerns over the proposed budget cuts. The letter or resolution should recommend options and timelines for Congress and the President to consider. **(OPEN – RA201003-3 Letter or Resolution on Proposed NASA Budget Cuts – Scarpa/Manning/Dervay)**
	7. AMSRO drafted letters to send to local medical schools inviting their medical students to our annual meeting. ED will work with Alex Garbino to complete the letters; President will sign. **(OPEN – RA201003-3 Letter to Local Medical Schools Inviting Their Students to Attend Our Annual Meeting– Sventek/Garbino)**
	8. Farewell appreciation gift and presentation to Dr. Rayman during the opening ceremonies in Phoenix. Motion to purchase a gift for Dr. Rayman in appreciation of his years of service to AsMA; seconded; carried unanimously. **(OPEN – GOV201003-9 Appreciation Gift and Presentation – Sventek/Weien/Sides)**
	9. Motion to decrease student annual membership rate to $100.00 was made and seconded. After much discussion the motion was withdrawn. The ED was tasked to analyze the membership database to ascertain how many members we have in each of the membership categories. Analysis of the various separate categories (students and residents, military and non-military, emeritus, etc…) will allow us to determine the impact of any proposed membership fee change.  **(OPEN – MS201003-3 Analyze Membership Database – Sventek)**
4. Dr. Sides announced the next EXCOM meeting will occur on Friday, May 14, 8-10 AM at the Sheraton Downtown Phoenix Hotel. **(INFO)**
5. A motion to adjourn was made and seconded. Executive Committee was adjourned at 9:40 AM on March 6, 2010.



Jeffrey C. Sventek, MS, CAsP

Executive Director



Arleen M. Saenger, MD, MPH

Secretary

**Aviation, Space and Environmental Medicine**

March 3, 2010

To: AsMA Executive Committee

From: Frederick Bonato, Ph.D.

Subject: ASEM Editor-in-Chief’s report

- It’s been a little more than two months since I officially took on the role of the journal’s editor-in-chief. However, because of such a thorough and well-thought out transition period, officially taking the helm was uneventful. That’s a good thing. When I became EIC I felt well prepared. That said, editorial issues do arise that prompt me seek advisement. I have found the journal’s associate editors and editorial board members to be both dedicated and helpful. Sally Nunneley continues to be available for questions and is forthcoming with any information that she thinks will help.

- When I was first hired I was informed that the Assistant to the EIC, Sarah Pierce-Rubio, would be stepping down. Sarah subsequently agreed to stay on until the AsMA meeting in May. I am now happy to report that Sarah has agreed (with some prompting) to stay on at least until the end of the year. Sarah is extremely efficient and I am grateful that she has agreed to stay on. She possesses an enormous amount of “journal memory” that has come in handy on numerous occasions. I recently supported Sarah’s request for continued travel funds to the AsMA conference. Additionally, I requested she be reimbursed for airfare. I think her presence at the meeting is crucial. Also, although economic times are tough, a pay increase for Sarah would be deserved. She is that good.

- Overall, I am pleased with the way the entire journal staff interacts with each other. Communication is excellent and the team works well together. As I have come to know the procedures we use to produce the Blue Journal, I see that the way manuscripts move from submission to (hopefully) publication is handled very efficiently. There are checks and balances that work well. Pam Day and Rachel Trigg do a great job at their end and I am grateful for what they do. I am also grateful for Jeff Sventek in his new role. He has been helpful when it comes to the journal and responds quickly and thoughtfully to all issues that arise.

- The journal is currently in a state of what I would call “stable health.” There are currently 107 manuscripts in the pipeline (either out for review or for revision) and we have averaged approximately 109 so far this year. I would like this number to be higher. However, we continue to maintain a high standard and hence decline to send out some manuscripts for review or reject them after review. I would like to visit some research facilities where good research could be solicited for submission. I plan on doing the same thing at the annual meeting.

**MEMORANDUM March 2010**

**TO: Executive Committee**

**FROM: Pamela Day, Managing Editor**

**SUBJECT: Journal Operations**

 **Journal Operations**: Transitioning to the new Editor as well Executive Director is going very smoothly. We have a good backlog of manuscripts at the moment.

 We have changed paper in an effort to save a bit of money. The new paper is actually a bit higher grade—heavier, whiter, and more opaque—but the cost is so much less our previous stock that even with slightly higher associated postage costs, we will still save a few hundred each month. We are also trying a new international mailing company in another cost-saving measure.

 I have been taking a photography course to learn more about the digital camera and am preparing for my role as AsMA photographer for Phoenix.

 Rachel has created a Corporate and Sustaining membership page for the web and is awaiting approval to post it. Ideally the C&S would have their own link from the sidebar on the home page.

She has also created a list of scholarships in Aerospace Medicine.

 We are exploring our options regarding multi-site licensing and creating consortia for large groups of subscribers. We are working with Ingenta and have asked other associations to weigh in on how they handle tiered and large group subscriptions.

 **E-mail News:** Dr. Manning suggested that we send out an e-mail announcement of the news online and perhaps send occasional news announcements via blast e-mail. Rachel has set up a template to send these news announcements. Gisselle found an inexpensive (free) way to send blast e-mails, so we are now doing this on a regular basis.

 **Supplements:** I have had a couple of inquiries into publishing supplements, but nothing concrete.

 **Abstract Submission:**  All in all the ScholarOne system performed well for us and I am very thankful that we decided to use it instead of ISSI/IMPak, considering the difficulties that the Membership Dept. has encountered!

Aerospace Medical Association

COMMITTEE REPORT

March 5, 2010

Committee Name: **Aviation Safety Committee**

Committee Chair: Mary A. Cimrmancic

Military Aviation Safety Subcommittee Chair: Lt. Col. Karen Heupl

Civil Aviation Safety Subcommittee Chair: Ted Brook

Committee Mission Statement: To promote civilian and military aviation safety research to benefit aircrews and passengers, and to improve aerospace systems performance.

Committee strategic plan for 2010-2011: short term and long term goals

1. **To evaluate the following proposed topics for panels for presentation in 2011, 2012:**
2. **Military Aviation Safety Subcommittee**
	1. Top three priorities for military aviation safety
	2. Top three priorities for military color vision
		1. Coordinate with Civil Aviation Safety Subcommittee color vision topic
3. **Civil Aviation Safety Subcommittee**
	1. Airworthiness Standards and FAR Part 23 revision
		1. Evaluate reported variations in safety standards applied to different generations of civil aircraft. In 2009, it was reported that the FAA is in the process of revising FAR Part 23, Airworthiness Standards. (For example, Part 23.771to 831 addresses personnel and cargo accommodations, with 23.785 covering seats, berths, litters, safety belts and shoulder harnesses.) It appears to be an opportune time to study the existing operational and safety specifications in Part 23, as well as those of other countries. We hope to gain insight that may permit a contribution in the public comment period on the rewritten Part 23 Standard.
		2. Proposed panel, position paper
	2. Standardization on Special Issuances (Warren Silberman’s Project)
		1. Civil Aviation Safety Subcommittee
	3. Alcohol, medications and illegal drugs in aviation
		1. Civil Aviation Safety Subcommittee
	4. Survey of vision requirements in Civil Aeromedical Certification worldwide.
		1. Coordinate with the Military Aviation Safety Subcommittee
	5. Helicopter EMS/Search & Rescue
		1. HEMS operations and mishaps
		2. Safety Management Systems (SMS) and risk management in helicopter operations
		3. Operational risk assessment in HEMS/SAR environment
		4. Aircraft modified and retrofitted for EMS functions, not originally designed for the task – review associated safety issues in operations and mishaps.
		5. Aircraft originally operated by military, now used for EMS – what potential HAZMAT issues may exist? Reported difficulty in obtaining HAZMAT data from manufacturers and military. Potential safety issue for operators, occupants and on-site accident investigators.
		6. Proposed panel, convene subcommittee or working group
	6. Human factors in general aviation operations (maintenance, piloting, ground operations.
		1. Proposed panel.
4. **Additional goals:**
	1. In keeping with the goals of AsMA President Bob Weien:
		1. Enhancing communications and facilitating member participation in Committee and Subcommittee business.
			1. Conduct committee/subcommittee business on an AsMA web-based discussion and work space.
		2. Increase both national and international membership.
			1. Collaborate with related professional organizations having common interests:
				1. Developing topics to be addressed.
				2. Panel presentations, papers.
			2. Provide opportunities for membership recruitment through the above collaborative functions.
			3. Consider AsMA as a resource for the various related smaller organizations that, in turn, can present a potential source of new AsMA members and affiliate organizations.
	2. Consider the role of the Aviation Safety Committee as a resource that would facilitate the sharing of relevant aviation safety-related information, reports and articles with other AsMA committees.
		1. Suggested archive on the AsMA web server

Respectfully submitted,

Mary A. Cimrmancic, DDS

Chair, AsMA Aviation Safety Committee

Subject: History & Archives Committee Report

To: Executive Committee, AsMA

 March 2010 Meeting, D.C.

From: Stanley R. Mohler, M.D.

 Chair, H & A Committee

1. The Committee initiative under the Reinartz Endowment has been facilitated by coordinative advice and suggestions by Genie Bopp. She is developing a schedule for digitally recorded interviews of senior AsMA members during the May 9-13, 2010 Scientific AsMA Meeting, Phoenix, AZ. She has also prepared a list of potential interviewers, each to be paired with an interviewee for the recordings. In addition, as previously reported, Genie arranged a telcon on June 18, 2009 with the Reinartz planning group and worked out a general approach to accomplishing the interviews and developing a structured outline for interviewers. A room has been identified by Jan Stepanek through arrangements with our home office at the Phoenix Sheraton Downtown during the above dates for the recordings as cited above. The H & A Committee coordinates with Mark Campbell and the Space Medicine Association with respect to interviewees of specific interest to their overlapping areas. Following the November 18, 2009, AsMA Council meeting, Alexandria, VA, an initial historical recorded interview was made by Mark Campbell interviewing Royce Moser, with recording by Jan Stepanek. Coordinated questions by Genie

Bopp were utilized.

1. We are pleased that selections for the 2010 Phoenix meeting have been made for the popular noon time historical movies portraying aviation medicine aspects from decades past.

Cont.

These Hollywood preparations are from the extensive archives of Richard Jennings. The four are:

Mon May 10: “Gallant Journey” 1946 Glenn ford, et al.

 Covers Meniere’s disease and fatal puncture of pilot’s

 unprotected head in a crash.

Tues May 11: “Dive Bomber” 1941 Erroll Flynn, et al.

 Describes early concepts of G-protective equipment.

 Pilot fatigue measured by the “Schneider Index” is cited.

Wed May 12: “Appointment in London” 1952 Dick Bogarde,

 et al. Perceptions by some of a “jinx” due to psychological

 factors, fatigue and excessive alcohol intake, are dealt

 with by a flight surgeon.

Thus May 13: “Fate is the Hunter” 1964 Glenn Ford, et al.

 The cause of an airline pilot’s fatal crash is subjected to

 a detailed investigation and the ultimate cause found is

 surprising. Aeromedical and human factors aspects involved.

More details on the above films and the projection room will

be listed in the printed program.

1. The Committee has identified several historical preparations reaching back to World War One. The Air Service Medical by The War Department, developed during WWI and lavishly illustrated, printed in 1919, GPO, 446 pp, and accompanied by a 2 hour 10 min film, is being reviewed for an airing at an appropriate venue. It shows candidates undergoing the rigorous new medical cadet examinations, flight training problems, and the new “Ruggles Orienter” proposed for flyer screenings. At the Los Angeles May 2009 AsMA scientific meeting, UltraThera Technologies, Inc., demonstrated an updated computer enhanced model, the AEROSTIM, with rides available in the exhibits area.

Cont.

The Committee has identified additional items reaching to WWII for subsequent airings. Consideration of these will be made at the May 2010 committee meeting in Phoenix.

1. H & A Committee member, Robert Dille, has documented and published in 2009, an historical article that cites some serious medical problems (fatigue) and illnesses (dysentery) encountered by globe spanning women pilots during the 1930-67 time frame. For example, on September 25, 1930, Mildred Bruce departed solo from London, England, making multiple stops, including areas in India, Indo China and Japan. Her open cockpit biplane, a Blackburn Bluebird (with folding wings) was carried by the Empress of Japan from Tokyo to British Columbia. She flew to New York City (the NY postal covers are dated February 20, 1931). She and her plane were carried to France by the Ile de France. She then flew to Croydon airport, England, arriving almost five months after departing England. During the trip, exhaustion and dysentery were among the multiple challenges she encountered. For more details on this and certain other historical global flights as documented by primary sources, see Dille, J. Robert, “Covers Carried by Women Pilots on Round-the-World Flights, 1930-67,” Airpost Journal, June 2009, pp 235-245.
2. The Committee will convene at 0700, May 11, during the Annual Scientific Meeting at the Sheraton Downtown Phoenix, in a room to be listed in the printed program.

Note: Interested persons are invited to attend.

***AsMA Executive Committee Meeting***

# March 3, 2010

##### Comparison statistics for the periods 1 January, 2008 through 1 January, 2009 and

##### 1 January 2009 to 1 January 2010.

**1 January 2008 - 1 January 2009**

Membership 1 January, 2008 = 2,814

Membership 1 January, 2009 = 2,770

**STATISTICS: (Jan. 08 Jan. 09**

New Members 322

Reinstates 84

Gains 406

Delinquents 415

Resignations 20

Deceased 15

Losses 450

**1 January 2009 - 1 January 2010**

Membership 1 January, 2009 = 2,770

Membership 1 January, 2010 = 2,834

**STATISTICS: (Jan. 09 Jan. 10)**

New Members 286

Reinstates 59

Gaines 345

Delinquents 260

Resignations 11

Deceased 10

Losses 281

*The membership of the Aerospace Medical Association consists at this time of 244 Student /Resident*

*Members; 660 Three Year Memberships; 253 Life Members; 42 Corporate Members; 1,123 Active Members; 47 Member and Spouse Memberships; 453 Emeritus Members; and 12 Sustaining-Technician Members, which gives a current membership total of 2,834.*

*The Membership Department recently underwent a new database conversion from our old Memex*

*System to a new system called Impak. This process started October 15th and at this time we are still*

*working out the bugs of a new system.*

*Our online Advance Registration opened the third week of February and we have currently a*

*total of 176 registrants.*

*Sincerely,*

*Gloria M. Carter*

*Director, AsMA Membership*

 23 Feb 2010

The Awards Committee has completed its review of the nominations submitted for this year. We are pleased to recommend the following individuals to receive the 2010 Aerospace medical Association Awards:

 Louis H. Bauer Founder's Award Melchor Antunano

 Mary T. Klinker Award Eleanor Jarrett

 Harry G. Moseley Award Susan Baker

 Eric Liljencrantz Award Larry Krock

 Theodore Lyster Award Warren Silberman

 Boothby-Edwards Award Dougal Watson

 Julian E. Ward Award Kevin Bohnsack

 Raymond F. Longacre Award Norbert Kraft

 John A. Tamisiea Award Guillermo Salazaar

 John Paul Stapp Award Bob Ryan

 Kent K. Gillingham Award Brian Self

 Won Chuel Kay Award Goeff Caine

 Marie Marvingt Award Anthony Tvaryanas

Arnold D. Tuttle Award Desmond Connolly &

 John Barbur (co-authors)

Sidney D. Leverett Award Valerie Martindale

**Two New Awards:**

Joe Kerwin Award Michael Barrett

John Ernsting Award Frank Pettyjohn

Plan to present Dr Nigel Dowdall with a Special Plaque of Thanks from the Awards Committee for his service as the Tuttle (Best Paper in ASEM) sub-committee Chair for many years. This is a difficult and unsung type of job, and he has done an exceptional job at it.

Tuttle Paper Title: “Low Contrast Acuity at Photopic and Mesopic Luminance Under Mild Hypoxia” Nov 2009 (933-940)

These are submitted for review and approval by the Executive Committee.

Respectfully submitted,

//signed// Dwight Holland, MD, PhD

--submitted from USAF Test Pilot School; Edwards AFB, CA

Chair, Awards Committee