**AsMA Council Meeting**

**May 10, 2015**

**Walt Disney World Dolphin Hotel, Lake Buena Vista, Florida**

**Southern Hemisphere 4/5**

**Welcome (Scarpa)**

**• Introductions**

Phil Scarpa called the meeting to order at 9:00 a.m. on May 10, 2015. Phil asked Council members to introduce themselves.

**• Review and Approval of Agenda**

The agenda was approved without comment.

**• Extractions**

Phil Scarpa asked for extractions from the Consent agenda.

**• Consent agenda approval**

With no extractions or comments, the Consent agenda was approved.

**• Approval/Acceptance of November 2014 Council Minutes**

Kris Belland moved to approve the minutes of the November 2014 Council meeting. The motion was seconded. No changes were identified during discussion. The minutes were approved as submitted.

**• President’s Report**

Phil Scarpa reiterated his theme for the year – why are we members of AsMA? What is the value of being a member? Phil’s answer is to make a difference in Aerospace Medicine with the help of AsMA. Phil said his President’s messages in the Journal throughout the year have emphasized this theme. He has provided stories from the members about the value of AsMA.

As a result of the work done by the Scientific Program Committee this year, Justin Woodson, Chair, Jeff Sventek, Walt Galanty, and the Home Office staff, the meeting is going to be fantastic. Phil said he was hoping for record attendance.

Inspiration is an important part of making a difference in our field. Phil said he was pleased to have 3 inspiring speakers for the annual meeting. We will open tomorrow with the 61st Louis H. Bauer Lecture to be delivered by Mel Antunano of the Federal Aviation administration Civil Aerospace Medical Institute. He will talk about the latest medical advances and their implications for Aerospace Medicine. On Tuesday, the Eugen Reinartz Memorial Lecture will be delivered by Dr. Thomas Jones, senior researcher at the Florida Institute for Human and Machine Cognition. His presentation will be on our future in deep space. On Thursday, the Harry G. Armstrong Lecture will be delivered by Robert Cabana, Director of the NASA-Kennedy Space Center. He will talk about work going on at the Kennedy Space Center in preparation for NASA’s plans for the future.

To showcase who we are to students, we’re offering free attendance on Monday to medical, and nursing, and graduate students who are not AsMA members. The Arrangements Committee, led by Dr. John Darwood, has done a fantastic job. They put together a 5K run and a tour of the NASA Space Center on Friday. We even have our own flag.

**o Pilot Mental Health Update**

In March, 2015, a Germanwings aircraft carrying 150 people crashed into the French Alps with no survivors. Although the investigation is not complete, the evidence suggests that the crash was a deliberate suicide by the co-pilot who may have had one or more mental health conditions. After this information became public, attention focused on pilot mental health issues and screening. AsMA received many media questions about the topic. Our organization was prepared because had previously examined this topic in 2012. An AsMA Ad Hoc Working Group on Pilot Mental Health was convened at that time. The Working Group developed a set of recommendations on pilot mental health. These recommendations, formerly published in our journal, were re-posted on the website. Phil asked the AsMA Pilot Mental Health Working Group to reconvene at this meeting. The group will discuss this latest incident, review our previous recommendations and any lessons learned, and determine if we need to take any further action.

We have two proposed resolutions, Medical Certification for Space Flight Crew Members and Data Repository for Commercial Space Flight Crew Members and Space Flight Participants. The resolutions completed the 60-day comment period and have been returned for us to assess. These resolutions emphasize this new area of space travel and our important work of facilitating it.

The area of Education and Research is making an effort to have us be a source of information, the authority for anyone who wants to turn to us. We have provided Aerospace Physiology and Performance Information for passengers and pilots with links on our web site. Phil said he also asked Eilis Boudreau, the VP for Education and Research to look into Research Gap Analysis, what is missing in Aerospace Medicine; what do we need. She will tell us more about that.

Aerospace Medicine has been accepted in Canada. In October of 2014, the Royal College of Physicians and Surgeons of Canada formally announced the acceptance of Aerospace Medicine as an area of focused competence (AFC) eligible for recognition with a Diploma from the Royal College. This resulted from two years of work by a committee of Canadian physicians interested & qualified in Aerospace Medicine. The committee comprised AsMA members: Dr. David Salisbury (Chair), Colonel Andrew Downes (Vice-Chair), and Colonel Scott McLeod, Dr. Gary Gray, and Dr. Joan Saary (members). A meeting will be held again this year in Orlando to discuss worldwide efforts toward formally establishing Aerospace Medicine training and recognition.

We are taking action to improve the value of AsMA membership to those who do not reside in the United States. Phil said that he feels that as an international organization, AsMA doesn’t have International members. We’re all members. This year, Phil said he has stressed improving the value of AsMA for non-US members. It is especially difficult for some non-US members to justify the cost of attending the annual scientific meeting in the United States. AsMA has created a repository of activities for non-US affiliates by posting the Affiliates’ reports on the AsMA website. Affiliates were also offered the opportunity to display a poster highlighting their organization’s activities during a poster session at the Annual Scientific Meeting. We also agreed to waive the Orlando meeting registration fee for students traveling from outside the continental US. AsMA and the European Society of Aerospace Medicine (ESAM) will cosponsor the ECAM meeting in Norway in 2016.

The UK Space Life and Biological Sciences Association has applied for Affiliate status. A number of members of this organization were Phil Scarpa’s students. They formed their organization a few years ago and now they want to be an Affiliate of AsMA.

Phil Scarpa said that one of his other initiatives was to strengthen our financial status. The purpose of the AsMA Foundation is to collect, manage, and distribute funds in support of education and scientific work, not only for AsMA but also for Aerospace Medicine. This year, Phil said he has asked to have our ties with them strengthened. Working together is a win-win.

We are working toward the development of a Corporate tiered donor program. A lot of other organizations have donors who are corporate entities. We are in the process of developing a similar program for AsMA.

Phil Scarpa thanked Marian Sides for stepping up to fill in for Dr. Glenn Merchant take over the Nominating Committee this year. Phil said he asked the Nominating Committee to have a little more transparency this year. We announced when the nominations process began so folks would know it’s time to submit nominations, and then announced when the nominees were posted. Phil said he received a lot of positive comments on that change. The result is more transparency and more enfranchisement of our members.

Phil pointed out the new format, title, and cover for the Association’s journal. Phil praised the fantastic work of the Home Office staff.

Our membership is up for the first time since 2010. At last count, membership is up 150 members. Phil said he was very happy to see that. Phil said we should all be interested to hear why members dropped out and why new members are joining. Phil praised the great work done by Valerie Martindale and Joe Dervay.

Phil Scarpa announced that the AsMA Pilot Mental Health Working Group was not the only group that would be discussing pilot mental health at this meeting. ESAM will address the issue and ICAO will address the same topic. Ours is the last meeting of the week so we should benefit from some of the other discussions that precede our meeting.

**o Pilots Bill of Rights (Class III) AsMA Letter to FAA Administrator & Congress**

Congress is considering draft legislation, entitled Pilot's Bill of Rights 2 (H.R. 1062 and S. 571), that would remove the requirement for a 3rd Class medical certificate requirements for some of the U.S. Private Pilots. It’s similar to the last attempt but now includes IFR and aircraft of greater weight and a greater number of passengers. AsMA addressed the issue scientifically and put out a letter that was sent to members of the General Aviation Caucus in both Houses of Congress, indicating that they need to heed some of the ramifications of passing the law. The letter is posted on the AsMA web site. In response to a comment that the letter was good, Phil said that it was the general consensus of the group that that we oppose that measure as it is.

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

Jeff Sventek said that, financially, we’re in really good shape. The Financial Statements of Review came through clean. The Treasurer’s report will speak to our financial situation. As Dr. Scarpa said, membership is up. There are more than 2300 members. Jeff said that after the cleanup of the membership database, he is confident of those numbers.

**o 2015 Meeting Registration Numbers**

Jeff Sventek said that this is his sixth meeting as Executive Director and it will be, by far, the most successful meeting. Jeff Sventek reported that 1379 people had registered in advance for the AsMA meeting. Jeff said the most registrations that had occurred since he was ED was 1421 in 2012. He expects 300-350 more to register on-site. These numbers do not reflect the number of complimentary registrations offered to students and faculty on Monday. The offer of complimentary registrations was extended to dentists on Thursday.

**o Dolphin Hotel & Disney Caribbean Beach Resort**

Jeff Sventek said they opened registrations at the Dolphin Hotel early, in November, because he had received inquiries about reserving rooms early for the meeting. By the end of January, the original room block for the Dolphin Hotel was gone. The Dolphin increased the room block twice but reservations were gone by the end of March. Walt Galanty got more rooms at the Disney Caribbean Beach Resort, about 1 ½ miles away, at the same room rate. About 200 more people reserved rooms there.

**o Shuttle Bus Service**

AsMA contracted for shuttle bus service for those staying at the Caribbean hotel. It runs at different times on different days, depending on the timing of AsMA activities. In general, the shuttle bus runs 5 hours every morning then stops until about 5:00 p.m. in the afternoon, when it runs for 5 or 6 hours through the night, depending on social events.

**o Last Mother’s Day meeting**

Jeff Sventek said he was happy to announce that this is the last meeting that will include Mother’s Day in the meeting timeline. Beginning next year, Mother’s Day is not included in the meeting agenda.

**o Welcome Reception Sponsorship**

The Welcome Reception starts at 6:30 and runs until 8:30. We have very gracious sponsorship from Caesar’s Entertainment Group. They could not send a representative to speak tonight but someone will be here a few minutes before the Tuesday morning lecture to talk about next year’s event in Atlantic City. They contributed $15,000 this year for the Welcome Reception. We added another $5,000 on top of that.

**o Trumbo 5K**

Jeff Sventek said this is the first year for the Trumbo 5K Fun Run. Jeff said that those who know Dick Trumbo know that he was passionate about the Fun Run when he was Assistant Executive Director of AsMA. He had sponsored the Fun Run in the past. Jeff said that Dr. Richard Jennings coordinated with Peggy Trumbo about this. They established a sponsored fund with the Foundation that hopefully will be able to sponsor the Fun Run in the future. Members can donate to the fund if they wish. The run will start Monday morning at 6:00. Those who signed up need to be at the Registration Desk between 5:15 and 5:30. Eighty-one people signed up. Dr. Jennings made a banner that has a drawing of Dick Trumbo on it. A photo will be taken of the runners with the banner. The first, second, and third place winners for both women and men will be announced during Opening Ceremonies tomorrow.

**Strategic Plan Focus Areas/Initiatives – VP Governance – Financial (Belland)**

**• AsMA Strategic Business Plan (SBP) Update (Belland)**

Kris Belland asked for a round of applause for Phil Scarpa and Jeff Sventek for their accomplishments during the past year. Kris said that a few years ago, our finances were really of concern because we had 2 bad years in a row. Now it seems that we are heading in the right direction. He then provided a briefing on the Strategic Plan. Kris said that our organization should run like a business so we can improve over time. There are benefits associated with having a Strategic Plan that allow us to develop a plan of where we want to go then adapt and adjust to change as needed. You identify ideas, you prepare them, you prioritize them, you implement them, you evaluate them, then you track them over time to make sure you improve. You have metrics to monitor that. We have a good organization. If we want to be great, we need to make small strategic decisions so when we get down the line (5, 10, 20 years), we’ll be where we want to be. That’s incremental improvement. That’s where a strategic plan can really make a difference. The Executive Committee is the right size to adjust and attack big issues on a day-to-day basis, and then bring them to Council for transparency and oversight. Each Vice President has a set of committees under them. The VPs are the gatekeepers for organizational issues. The strategic goals are undertaken by the VPs and the ED. They develop initiatives to address the goals. Each line item in the Agenda is tied to an initiative, which is tied to a goal in the Strategic Plan. Actions to accomplish the goals are often performed through the Committees. The challenge is integrating the goals across the domains. Kris talked in some detail about goals associated with the different areas overseen by different VPs.

**• Proposed Bylaws Changes (Denise Baisden) Draft Bylaws Changes**

Kris said that Denise Baisden has done a great job with the Bylaws. She doesn’t need to brief Council on the changes today unless someone has questions because they have been approved and published, as required, and will go before the membership at the Business Meeting on Tuesday for the vote.

* **Nominating Committee Slate of 2015 Officers (Sides/Merchant)**

Marian Sides presented the slate of officers. She talked about the hard work that was done by the Nominating Committee. Marian said she wanted to thank those who were nominated but not elected because being nominated is an honor. Kris Belland asked Council members for a round of applause for Marian for stepping up to lead the Nominating Committee when asked. Dwight Holland asked how many candidates were nominated for each office this year. Marian said we had record numbers of nominees for some positions. Some offices had 10-12 nominees while others had 2. Dwight asked if only one person was nominated for President-Elect. Marian said there was only one nominee for 3 positions but there were a lot more than that for some positions. The nomination process was discussed. Marian Sides said people should volunteer themselves to run for office. Phil Scarpa said that members should understand the process and not be intimidated by it. If they think they are a good candidate, they should seek out a member of the Nominating Committee to nominate them if they are interested in holding office. Joe Ortega said there’s a process. Representatives from the Constituent organizations have the power to nominate people. Members should work through those organizations. Being a member of multiple Constituent organizations is helpful; it gives you breadth of support. Jim Webb said that there would be a meeting of the Nominating Committee on Thursday after the Joint Council meeting. He hoped that Constituent representatives to the Nominating Committee would attend so they could start the process earlier.

* **Treasurer’s Report (Ortega) Treasurer’s Report**

Joe Ortega provided the Treasurer’s Report. Joe compared AsMA’s finances since 2009. He talked about the improvement in meeting revenue since the 2013 meeting in Chicago. Joe presented revenue and expenses for 2014. We had a net gain of almost $34,000. However, deferred revenue (income from 3 year and life memberships that has to be deferred on the books) was larger than before. Joe then compared revenue and expenses from 2013 to 2014. He said we had about $115,000 more in income in 2014 and about $13,000 more in expenses (due to IT costs) but we had a net gain of about $100,000 over 2013. Looking below the line, we had an unrealized loss of about $12,500 due to stock market reductions. We had $36,000 in income from interest and dividends. We paid about $5,000 in fees to UBS and had about $55,000 of depreciation of the building (and other assets). There was a $2,622 loss in 2014 but most of it was a paper loss (primarily depreciation). We are pretty steady on reserves after having to pull some money to operate in 2013. Overall, we pretty much broke even in 2014; we lost about $2600 for the year but paper losses and deferred revenue accounted for quite a bit. Joe said the organization is pretty healthy. Based on what this meeting looks like, we should have an opportunity to add money to the Reserve account in 2015.

**• Finance Committee Report (Ortega) See Treasurer’s Report**

Joe Ortega thanked the members of the Finance Committee for the work they’ve done over the past year. Joe said he was very happy with the way things are coming along in the organization, the way the books are handled and the way the budgeting is done. They’ve made a lot of progress over the past 4-5 years. Joe said he mentioned in one of the papers in the Meeting Book that he thinks the organization’s financial structure is better than it would seem. What distinguishes us from other organizations of our size and our mission is that we own our own ($1.2M) building. That asset is very significant in our financial stability. Besides our reserves, there’s an opportunity to borrow against the building if we need to. Joe said he thinks we’re well on our way to outlining our financial position is. The goal of increasing our reserves is good and we should be able to add to them this year. He expressed thanks to Jeff Sventek and the Home Office.

**• Set a financial self-sustainment goal (Ortega)**

Kris Belland said the Finance Committee is going to come up with a modified number, currently $2.5M for the organization’s financial self-sustainment goal. This will be discussed at future meetings.

**o Solicitation of Charitable Donations (Ortega/Sventek/Belland) 501c3 vs 501c6 Position Paper**

Jim DeVoll had prepared a discussion paper on the issue of converting back from 501(c)(3) to a 501(c)(6) organization. Jim said that before 2011, AsMA was registered with the IRS, in the state of Virginia, as a 501(c)(6) organization, a non-profit trade and professional organization. The AsMA Foundation was established in about 2006 in Texas as a 501(c)(3), a non-profit, charitable organization. They re-registered in 2010 in Virginia.

Converting to a 501(c)(3) was supposed to make it easier for us to collect charitable contributions, which would allow us to diversify our income stream. We registered as a 501(c)(3) organization in Virginia in June 2011. Jeff Sventek discovered there were requirements for soliciting donations in 40 of the 50 states. There are costs associated with those requirements. These included an annual audit and reporting fees (both initial and recurring). The cost would be $12-20K to register in the states that require registration as a charitable organization and a $4-5K annual recurring cost, in addition to having to pay $12K each year for a full audit (as compared with $4.5-5K per year that we pay for a financial review, which we now do 4 out of every 5 years).

The financial benefits associated with being a 501(c)(3) are not that good. We have received < $10K a year in charitable donations. The donations don’t seem to justify the costs. Without registering, we are limited in the extent to which we can solicit contributions, which includes posting a request for contributions on the web site. 501(c)(3) status allows members to deduct the part of dues in excess of the value received. But as a 501(c)(3), requiring members to pay dues may be considered a form of solicitation. However, our ability to lobby is limited as a 501(c)(3) organization. The PBR2 letter was excellent but it was on the edge of the type of lobbying that is allowed by a 501(c)(3).

Professional organizations fall under the category of 501(c)(6). The purpose of these organizations is to promote a common business interest, trying to improve knowledge in the area of Aerospace Medicine and not engage in attempting to make a profit. We have a journal and other things to promote education. The AMA is an example of a 501(c)(6), along with other medical organizations. Organizations of this type often have Foundations that are 501(c)(3)s. As a 501(c)(6), we can accept donations, but they are to be deducted by the donors as business expenses.

Another issue is the confusion between AsMA and the AsMA Foundation, which is also a 501(c)(3). There seems to have been some confusion among AsMA members about which organization they should contribute to. And if we and the Foundation both remain as 501(c)(3) organizations, we would both have to pay the same fees for registering to solicit donations from the same pool of donors.

Because of these problems, we have been discussing refiling for status as a 501(c)(6). As a 501(c)(6), we could apply for grants from the Foundation. We could have an increased advocacy capability. We could cost-share some of the Foundation’s fees associated with being a charitable organization. Converting back to a c6 and establishing an MOA with the Foundation would reduce confusion about the roles of the different organizations and increase our capability to function in the role we choose.

Kris Belland said he wanted to discuss the potential effects of such a change for both the Corporates and the non-US members. Kris said there will be a meeting with the Foundation this afternoon to discuss the views of the Council. Eilis Boudreau asked how much it would cost the Association to go back from 501(c)(3) to 501(c)(6) status. Jeff Sventek said that the cost for reapplication would be about $500-$600 and the application process is minimal, compared with the cost of becoming a (c)(3). We would have to re-ratify a new Article of Incorporation. It’s really more of a time issue than a cost issue.

David Gradwell asked whether the other organizations that have (c)(3) status have registered with the 40 states, as required. Is there a more global system with lower costs that could be used. Jim DeVoll said there is a centralized process that we could use that will get approval for 37 of the 40 states. Jeff Sventek said there are third-party vendors that will collect the information, complete the forms, and will identify and pay individual fees to the states that require payment, then send us a bill for that work. The initial payment for the vendor to complete registration is around $8-9K. But we would have to pay for the cost of 5 audits as compared with 1 audit and 4 Financial Statement Reviews that we have at present. The cost of the first year would be about $20K. After that, the annual cost would be about $12K plus about $3-4K reporting fee through the vendor.

If we go back to (c)(6) status and let the Foundation serve as our charitable arm, the cost of an audit for them would be much less, probably about $4-5K per year. The initial registration fee would be about the same for them. Jeff said that when he arrived as the ED, the move to become a (c)(3) was underway. Once it was completed, they received information from the IRS about how to proceed. It contained none of the information about the requirement to register in individual states. It’s not a Federal requirement. Jeff also said that once we became a (c)(3), we began offering tax deductions for a portion of the dues and tax deductions for unreimbursed expenses for volunteer activity. The US folks can take advantage of that. The non-US folks are not affected the same way.

Jim DeVoll said that there is no right answer. We need to make a decision about what is the best fit for us moving forward. A comment was made about how some contributors look at overhead costs of organizations that they contribute to and the percentage of your money that goes to the efforts of the organization rather than its overhead. In moving to a situation where we have only one organization that is a (c)(3) and reducing the denominator will make it appear that the percentage of donations going to activities is higher so this will look like a better place to send your charitable dollars. Jim noted that taking into account all of AsMA’s annual operating costs would appear to dilute the value of your contribution to AsMA, while donating to the Foundation would appear that 98% of your money would go to a charitable cause.

David Gradwell said that each of the 70 countries represented in our membership have their own legal framework for income tax and consideration of what deductions are allowed against it. David said he doesn’t think that consideration should be a driver in making a decision about converting back to a 501(c)(3). David said that his “guesstimate” was that either way, we are a nonprofit

organization. In response to a question about what would be the downside of moving back to a (c)(6), Jim DeVoll said that if we feel that we could achieve sufficient donations, then it would make it worthwhile to the donors for us to stay a (c)(3). Membership dues alone comprise a lot of money. If we had large contributions each year, it would make sense to remain a (c)(3). Jeff Sventek said it would be more of an advantage for our members for us to remain a (c)(3). The US members would lose their ability to deduct a portion of their dues and the cost of their volunteer expenses (the costs associated with doing volunteer work for the Association). From the Association’s perspective, it would have little effect because we have so few contributions.

Jeff said that the primary value of moving to (c)(6) status for the Association would be in the area of lobbying. Our lawyer consistently warns us about lobbying. When we prepared the PBR2 letter, some members wanted Jeff to go to Congress and hand-deliver the letters. Our legal counsel said we should mail letters as an educational opportunity for members of Congress to learn about the issue rather than deliver them personally. Remaining a 501(c)(3) only benefits the members but changing back significantly helps the Association maintain its position as an international leader in Aerospace Medicine.

Kris Belland asked Marian Sides and Peter Lee how they thought converting back to (c)(6) status would affect the Corporates. Peter Lee said that the Corporates would need to discuss the issues later – conversion back to (c)(6) status may have some implication for the way the Corporates restructure. One consideration is that the Corporates felt it was inappropriate to have influence on the Association, in its current role. The other aspect is with regard to financing and their role as Corporate Sponsors. One advantage of restructuring that is being discussed is that they would no longer pay membership dues but would instead be sponsors and the money they pay as sponsors would not be dues but would instead be a deductible corporate donation. Changing that would potentially affect one of the benefits associated with restructuring. Whether that change would have much impact on whether the Corporates would take advantage of the opportunity to become a sponsor is something they will discuss at this meeting. Peter Lee said that he expects it wouldn’t have much impact on the Corporates’ participation in the Association. Jeff Sventek asked how many of the current Corporate sponsors have written off their sponsorship money as a charitable donation to the Association since 2012. Peter Lee said he wasn’t sure. Marian Sides said there hasn’t been a formal querying of the Corporate Members yet but she talked with a couple of them. The responses she got indicated that it wasn’t going to be a big factor in their relationship with us. Jim Webb asked how many Council members are paying their own way to this meeting instead of having their employers pay for their travel costs. If we had that information, we would know the same percentage that could deduct non-reimbursed expenses. Jeff Sventek said the number paying their own way is very small. Jim DeVoll said that the primary affect will be on members’ ability to deduct a portion of their membership dues. One thing that may affect the Corporate Members is the structure for different levels of membership, to be discussed later. Each of those levels shows that as you donate more, you get more in return. That return on investment reduces the negative impact of no longer being able to deduct certain costs that were allowed with a 501(c)(3). Now, a contribution could be considered a business deduction rather than a charitable deduction.

Kris Belland asked Jim DeVoll and Jeff Sventek if we decided now to change to a 501(c)(6) and we meet later today with the Foundation and find that they are not willing to be our Charitable arm, can we succeed anyway? Will it hurt us to make a decision now without hearing what the Foundation has to say? Jeff Sventek said that this would seem to be business that should be raised on Thursday at the Joint Council meeting. We could have conversations with the Foundation at today’s meeting and bring the result back to Council on Thursday. Phil Scarpa said he thinks we should convert back. He would like AsMA to not have to worry about lobbying Congress and giving our opinion as a World authority. The tax writeoffs are minimal. We’re not getting a lot of donations. We have an arm that collects donations. Phil doesn’t think they’re going to give us major resistance. We’re strengthening our relationship with them. There are so many advantages and so few disadvantages. It doesn’t seem to be a major decision but it’s worth waiting until Thursday to collect a little more information. Genie Bopp asked whether, even for our collection of dues, would we have to be registered in all the states as a 501(c)(3)? Jim DeVoll said the answer was yes. We would have to pay $12K per year just to be able to collect dues. Even collecting dues is seen as a solicitation. Genie said she thinks that is an important point. Jeff Sventek said that was the case because for US members, a portion of dues collected is now tax-deductible. That information came from our legal counsel.

Kris Belland said that the consensus of Council is that we should hold the vote until the Council meeting on Thursday and consider this decision under Old Business. There are some things that need to be done during this week. Peter Lee and Marian Sides need to ensure that the issue is discussed during meetings with the Corporates so they can provide their input into the decision during the Joint Council meeting on Thursday. Peter Lee said he thinks the Corporates will be supportive of the decision but it will be better if they have the opportunity to provide feedback before the decision is made. Jeff Sventek said this would be a great topic at the Corporate Forum Breakfast meeting on Tuesday. Kris Belland asked Council members to discuss the issue with other AsMA members during the week to get the sense of the membership. That can also be input to the discussion on Thursday. Kris Belland, Jim DeVoll, Jeff Sventek, and David Gradwell will meet with the Foundation and recommend that we take this action, based on Council’s reaction to the discussion this morning. They will bring back their feedback to the Joint Council meeting on Thursday.

Valerie Martindale moved to postpone the decision until Thursday so that members and Corporates could be consulted and a discussion could be held with the Foundation (meeting later that day). The motion was seconded and passed unanimously.

**o Work with AsMA Foundation (Sventek/Belland)**

This topic was covered during the previous discussion.

**Strategic Plan Focus Areas/Initiatives – VP Member Services (Martindale)**

Valerie Martindale said she was going to change the order of discussion because the Tiered Corporate Structure is tied to the previous discussion.

**• Corporate and Sustaining Membership Set up Tiered Donor Structure for Corporates (with Finance Committee and Sventek, Lee)**

Valerie Martindale discussed the Corporate Forum. As background, our Corporate members have been an Affiliate organization for some time. With changes in accreditation for the Continuing Education, combined with the move to 501(c)(3) status, we needed them to be something other than an Affiliate. They needed to have a unique status that is appropriate to their role in the organization. We are proposing to move to something called a Corporate Forum. They will be Corporate Members. They will have relationship with the Association. Part of that change is a proposed Tiered Corporate Donor Structure. The concept has been around for a long time. This year we developed a proposal and ran it by Peter Lee and the Corporate members.

Last November, a draft of the proposal was sent to the Finance Committee for consideration. Joe Ortega, who had left the meeting, had said in the Treasurer’s report that the Finance Committee was positive about the proposal. Valerie reviewed the Finance Committee’s report in the Meeting Book. Valerie discussed the Finance Committee’s proposal of sponsorship levels for Bronze, Silver, Gold, and Platinum. The Finance Committee considered how different levels of sponsorship associated with providing different amounts of advertising in the Journal and different levels of exhibitor space would affect our budget. Valerie said the Finance Committee is happy with the proposal. It does not harm our bottom line at all and we hope it will encourage more appropriate membership and more appropriate sponsorship.

Valerie Martindale moved to accept the Tiered Donor Structure for rollout in the coming year. The motion was seconded. During discussion, Jeff Sventek said that he had talked with some Corporates about a sponsorship that is tax deductible vs a sponsorship that is not tax deductible. His view was that the difference didn’t seem to matter to the Corporates he had talked with. The point was that even as a 501(c)(3), you can only deduct the portion of the contribution for which you do not receive a product or service in return. The way the tiered structure is designed, even at the Platinum level, 82% of that donation would result in some kind of product or service benefit that would not be deductible. At the platinum level, only 18% of the contribution would be tax deductible. Peter Lee said that the true value of the return is not in a tax deduction. Phil Scarpa said this proposal has been vetted with those involved in advertising and the journal and some of the other services that would be offered. A lot of the services offered wouldn’t result in out-of–pocket costs for us. The Corporates want to see the return on investment. Marian Sides said she thought this proposal has been well-received among Corporates. During several meetings held over the past year, Marian said she hadn’t heard any negative comments. She said she thought we should move ahead with the proposal. The vote was held. The motion to roll out the Tiered Donor Structure in the coming year was approved unanimously.

**• Encourage Corporate Forum and provide Corporate participants an opportunity to meet during annual meeting (Sventek/Peter Lee)**

The next initiative on the Membership Services list is to set up the Corporate Forum. This is not quite as well-defined as the Tiered Donor Structure. There are two issues associated with the Corporate Forum that are very important to Corporate members: 1) The Corporates want a nonvoting seat on the AsMA Council. They want this to be specified in the AsMA Bylaws. Currently, the only other nonvoting seat on Council is the Representative from the Aerospace Physiology Exam Committee. 2) They want money that they can use at their discretion to pay for events at the Association meeting. The Corporate Affiliate organization at present has a different way of managing money than do Constituent organizations. Previously, AsMA gave the Affiliate organization money back from their dues. This is not considered appropriate. A compromise position is that AsMA would have a budget line set aside for Corporate activities to be used for certain purposes that can be specified in the Policies and Procedures manual. The Corporates can decide how the money can be spent to support Corporate Forum activities, as long as the purpose is consistent with the specifications. Valerie said that they are not ready to formalize the response to those issues yet but she hopes that discussions can occur during this meeting, with the goal of formalizing a policy during the next year. Discussions need to occur with the Bylaws Committee about what information needs to be codified in the Bylaws and what information can be documented in the Policies and Procedures Manual.

Peter Lee said that the Affiliate relationship was good for the Corporate members but bad for other reasons. They have held several discussions on this issue. Peter said he thinks the Corporate Forum is a great compromise that he thinks will be of value to both sides. They previously had money that they handled on their own to sponsor events at the meeting. Valerie Martindale thanked Peter Lee for his work as Chair of the Corporate and Sustaining Membership Committee.

**• Grow Membership**

Valerie Martindale said that the next initiative involved growing the membership and improving value to the membership. Valerie said that the increase in membership reported earlier can be attributed to the efforts of a few people, in particular, Joe Dervay, Chair of the Membership Committee. Valerie said she is always impressed at the number of different specialties and communities that are represented in AsMA.

**• Increase value of Membership**

Valerie encouraged the Constituent organizations to have a representative on the Membership Committee. Involvement by the different Constituents will inform Member Services how to improve the value of AsMA for members. A survey is being sent out to nonmembers who attend the meeting to find out why they don’t become members. Joe Dervay has been very active in reaching out to students and residents.

Phil Scarpa had an initiative to send individual invitations to local Florida universities and medical schools. We’ve received about a dozen responses from that invitation. Those responses comprise small numbers but the numbers add up. Each of us has the ability to pull in one more member to make it clear that we have value in our communities.

**• Awards Update**

Valerie Martindale thanked Jeff Myers for being Chair of the Awards Committee. She encouraged Council members to attend the Honors Night awards ceremony on Thursday evening. Jeff Myers said that last November, there were 7 categories of awards for which there were no nominees. Jeff said they were able to fill those vacancies. Awards will be presented on Thursday night. It’s not too early to begin thinking about next year. Jeff said that there are 4 categories of awards for next year for which there are no nominees. Please encourage your peers and colleagues to submit awards for deserving members. The categories are the Boothby Edwards Award for excellence in Air Transport Medicine, the Goldenrath Award for Aerospace Physiology, the Leverett Award for Environmental Science, and Aerospace Systems Operations, and the Tredici Award for Aerospace Ophthalmology and Vision Science.

Valerie Martindale said that is the end of her report. Phil Scarpa said that the language for the Corporate Forum will have to be drafted and sent to the Bylaws Committee for next year but there’s still a lot of opportunity for discussion with the Corporates on the language.

**• Consolidated Dues (Sventek)**

Jeff Sventek reported that the decision to migrate from our current Association Management System (AMS), IMPak, to a new AMS, Impexium, has delayed the initiative to consolidate the payment of Constituent Organizations’ dues through AsMA. Jeff and the AsMA Staff have viewed the Impexium functionality and they are excited about the more sophisticated capabilities of Impexium. Functionality for consolidated dues payments will be designed into the new Impexium AMS for AsMA.

**Strategic Plan Focus Areas/Initiatives – VP International Services (Gradwell)**

As part of his International Activities report, David Gradwell said that receiving his 25 year pin made him remember that, 25 years ago, the AsMA meeting was a US meeting attended by a few mostly military attendees from other countries. That is not the organization we have now. AsMA is now an organization that has a global reach. It is important to build on that reputation. Twenty-five years ago, if you asked attendees what their colleagues back home understood about AsMA, there would be very little to say. What has changed in that time is that AsMA has become the go-to organization for Aerospace Medical questions. Organizations from outside the US have asked AsMA for information relevant to the GermanWings incident. It’s important to have relevant information posted on the website. David said that AsMA’s information on the website helped him deal with questions from the UK media. The international context in which AsMA now works is very different than the one in place when David joined AsMA 25 years ago.

David said that he just now searched for “international” on the AsMA website. It refers now to more than the activities of the committee currently called International Activities Committee. He said he wanted to briefly describe the activities associated with international activity.

**• Increase AsMA presence internationally through co-sponsorship of regional and non-US meetings**

The ED and Executive Committee of AsMA have agreed to participate in the next International Congress, which will be held in Oxford in the UK in September of this year. Jeff Sventek will probably represent AsMA at a table during that meeting.

David Gradwell mentioned the regional meeting, the European Conference in Aerospace Medicine

(ECAM), that AsMA will co-sponsor with the European Society of Aerospace Medicine (ESAM) and the Norwegian Society for Aerospace Medicine in Oslo, Norway in the fall of 2016. That is the first of the real co-sponsorships in which AsMA is participating, although Phil Scarpa has attended two other meetings outside the US.

David noted that non-US members comprise 30% of the membership of AsMA. The strength of the organization is only enhanced by being a true global leader. To be a true global leader, that percentage needs to increase. We don’t want to sacrifice our roots and where we came from, but if we can broaden our reach. If there are future events in Aviation and Space Medicine where the media have an interest, this is the organization to contact.

**o Refund of non-US Student Registration Fee**

David Gradwell mentioned the refund of the meeting registration fee for students outside the US. There was a lot of discussion over the last year about tangible steps that could be taken to acknowledge that attendees from outside the US have significant costs to attend the AsMA meeting. A particularly vulnerable group is students. Refunding meeting costs for students from outside the US makes them feel welcome. David said he personally wanted to express gratitude to AsMA for taking that action. Jeff Sventek said he had received more than 4 emails from students in appreciation of that policy. David Gradwell said that when those individuals are standing here in 25 years’ time, that is the action that they will remember.

**• Publish International Affiliate Reports on web (in a separate location from affiliate links or in journal)**

David Gradwell said that we are also improving our recognition of our international linkages through the website. David encouraged non-US attendees to think about the organization they belong to. Can AsMA bring those organizations together by linking them through the website.

The International Activities Committee has had some difficulties in communicating. David Gradwell recognized the efforts of Dr. Yael Barr in bringing forward activities and communicating with members of the International Activities Committee and bringing their concerns to ExComm. David noted that Dr. Barr has been nominated to become Chair of that committee.

A Council member suggested that members to talk with international students or residents that they encounter during the meeting to encourage their interest in AsMA.

Phil Scarpa said that we are an International organization. If we want to be considered the voice of Aerospace Medicine, we have to speak as if we are the international leader and authority. We should be the ones to turn to globally. Phil said that 25 years ago, this was a different place but 25 years from now, it’s going to be even more different. We need to speak as a global leader.

**LUNCH (Provided by AsMA)**

After lunch, Phil Scarpa asked Jim Webb to speak. Jim reported that he had encountered a Congressman from Texas and gave him a copy of the AsMA letter about the Pilot’s Bill of Rights. The Congressman talked with Jim and asked him how he felt about the issue. When Jim said he was very much against the bill and talked about the problems with it, the Congressman said that Jim was the only person who had indicated that he was against the bill. Jim said the message was that it was important for AsMA members to contact their Congressional representatives and indicate their views on the issue.

After a group photo, the Council meeting continued.

**Strategic Plan Focus Areas/Initiatives – VP Representation & Advocacy (Vermeiren)**

**o Proposed Resolutions Resolution 2014-01 & Resolution 2014-02**

Roland Vermeiren introduced Chuck DeJohn, Chair of the Resolutions Committee, to talk about the two resolutions under consideration. Chuck DeJohn said that the Space Medicine Association submitted two proposed Resolutions, 2014-01, “Medical Certification for Commercial Spaceflight Crewmembers,” and 2014-02, “Data Repository for Commercial Spaceflight Crewmembers and Spaceflight Participants,” at the November Council meeting. The resolutions were already approved by Council and were sent to the AsMA membership for comment. Chuck DeJohn and the Resolutions committee ensured that the resolutions completed the required 60 day membership comment period. The resolutions received some comments, which are shown in the Meeting Book and were incorporated into the final versions by the Resolutions Committee.

Chuck DeJohn then presented the resolutions to the Council for a final vote. First, he presented Resolution 2014-01, which states “THEREFORE BE IT RESOLVED: That the Aerospace Medical Association strongly recommends that the FAA require a Class I Medical Certificate for crewmembers with safety-critical flight-related duties participating in Commercial Spaceflights.” Acceptance of Resolution 2014-01 was seconded. The resolution passed with 29 votes, which exceeded the 2/3 vote required for passage of resolutions.

Chuck DeJohn then presented Resolution 2014-02, which states “THEREFORE BE IT RESOLVED: That the Aerospace Medical Association strongly recommends that the FAA establish a non-attributable medical data repository for commercial spaceflight crewmembers and spaceflight participants and that the repository be established before the beginning of extensive commercial spaceflights.” Acceptance of Resolution 2014-02 was seconded. Considerable discussion occurred about this resolution. Some concern was expressed about the FAA or any federal agency collecting the data. One response was that the purpose of the resolution was to get the ball rolling and establish a central repository and a process. The appropriateness of the FAA as the location of the repository was discussed. One comment addressed whether people flying on commercial spacecraft might have concerns about letting the federal government maintain the database. A response was that the FAA can provide a mechanism to establish a framework for another organization to maintain the repository. Other comments addressed concerns that various individuals and organizations might have about collection or maintenance of the data. Another comment was that it might be good to make recommendations about what kind of medical or physiological data should be collected and how they should be organized to ensure consistency. After other similar comments, it was noted that the resolution, if passed, would recommend a fairly nonconstrained policy that allows a lot of options and specifies a starting point. But what would we do with the policy? Phil Scarpa said if passed, we would send the resolution to who the originator thought it should be send to – probably the FAA, but also other international regulatory agencies and perhaps commercial spaceflight companies. Collection of data is needed before determining how future regulations should be designed. Twenty-eight Council members voted in favor of the resolution, which exceeded the two-thirds requirement.

Roland Vermeiren thanked Chuck DeJohn for his work on the Resolutions Committee because Chuck is resigning his position. Chuck has been Chair of the Resolutions Committee since 2010. Douglas Boyd will take over the Chairmanship of the Resolutions Committee.

**• AsMA Medical Guidelines Update (Sventek)**

The ATM Committee has been working to update the AsMA Medical Guidelines. The ATM Committee will meet about this on Monday. Jeff Sventek said that several of the revised chapters of the Guidelines have been published online on the AsMA web page. Some have gone through the review process and have been published and some are in press. The group came to a standstill over a question about whether certain new medical guidelines needed to be developed and whether some existing guidelines need to be continued. The ATM Committee put a hold on the work until this meeting, when they will discuss next steps.

Coordination of new/revised guidelines will occur with ASAMS about some of the guidelines they have approved. Coordination is also going on with other expert groups, such as the British Thoracic Society and the British Society of Hematology. We have to get their approval to use their guidelines, which are in some cases much better than those we had in the past.

When the majority of the guidelines have been published, they plan to reach out to medical schools to obtain reviews from the residents and their supervisors and obtain updates as part of a residency review program. Roland Vermeiren observed that the Guidelines are a living document and will be updated over time, for publication on the website. Phil Scarpa noted that the Guidelines will also go through the peer review process and will be published in the Journal.

**• Ad Hoc Committee on Social Media activities**

Dan Buckland, Chair of the Ad Hoc Social Media Committee, reported that they have made progress this year. The Ad Hoc Committee will probably become a subcommittee of the Communications Committee. The Education and Training Committee reported that we now have 208 Facebook followers and 151 Twitter followers, which encompass a variety of nations and experience levels. Followers increased after the GermanWings accident. The goal for the future is to present a Question of the Day will be presented on Twitter, with the help of AMSRO and Education and Training. An introduction to Aerospace Medicine will be provided on YouTube. Retweets will occur about what is happening during the Conference.

**• Increase opportunity to explain Constituent & Affiliated organizations’ activities**

The Affiliate and Constituent Organization poster session will happen from 1:00-2:00 on Wednesday in the Northern Foyer. It is expected that fewer than 10 Affiliates and only a small number of Constituent organizations and a handful of Committees will provide posters this year. Roland Vermeiren said that this is the first year for this initiative and he hopes the number will increase in future years. Affiliate reports are also being posted on the AsMA website.

**• Promote participation of the membership in the Association’s committees**

Phil Scarpa will talk at the Opening Ceremony and the Business Meeting about the importance of involvement on AsMA committees. Phil also noted that the Affiliate’s poster session allows the Affiliates want to share information. AsMA is the forum to do that. We used to present the reports at the Council meeting. But the poster session will provide the opportunity to distribute that information to a wider audience.

Roland reported that the three societies signed the Memorandum of Understanding in January for the upcoming Joint meeting in Oslo in September 2016. They also signed the contract with the hotel to guarantee participation of 300 people. Publicity for the meeting has started. A website is online. The organizing committee will meet at the AsMA-ESAM lunch to discuss the meeting. AsMA’s representatives to the organizing committee are Andy Bellenkes and Roland Vermeiren. AsMA’s Program Committee representatives are Jeff Sventek, Eilis Boudreau, and Alex Garbino. There will be regional medical meetings. They hope to provide an FAA AME refresher course. AMDA will hold a regional AMDA meeting.

Jeff Sventek recognized Roland Vermeiren for working with ESAM to establish the joint ECAM meeting in Oslo in fall 2016. Jeff said that when he became ED, there was some friction with ESAM. But Roland’s involvement in AsMA, along with establishing the annual AsMA/ESAM lunch, has improved relations between the organizations. The joint meeting has been a goal of this group and it will happen in 2016, thanks to the hard work of Roland and others.

**Strategic Plan Focus Areas/Initiatives – VP Education & Research (Boudreau)**

**• Scientific Program General Guidance on Abstract Selection E&T Committee/S&T Committee/Scientific Program Committee**

Eilis Boudreau started by discussing the proposal for standardizing the quality of presentations at the annual scientific meeting. The Strategic Plan initiative is to maintain high standards for scientific quality and sound basis for presentations at the annual scientific meeting. We have had one format for abstracts that follows a scientific outline. We are proposing expanding the categories so that we can set goals for maintaining standards for each type of abstract. We want to tell people up front what is expected. Then when we review the abstracts, we will have some ground rules to use. The proposal, included in the Meeting Book, may change over time. But we wanted to provide guidelines for change rather than complaining about quality year after year. The Education and Training Committee, Science and Technology Committee, and Scientific Program Committee worked together on the proposal. We have a tight timeline for implementation because the Call for Abstracts goes out in August so we need to settle on a standard this May. Eilis said we need to use this meeting to get some work done: review this proposal, discuss it, and decide on standards that can be used for the next meeting.

Phil Scarpa said that each Scientific Program Chair has different opinions about how the meeting should work. We wanted to establish standard guidelines. The group is proposing different types of abstracts and we would be more specific about how they should be written and evaluated. Justin Woodson said the Program Committee had discussed the practicality of the data to be collected and the system we have to do that with. Justin said he had proposed different standards for research and education, where educational abstracts might cover clinical presentations, program reviews, and educational materials. Justin said he thought the proposal was consistent with most of their thinking.

Valerie Martindale said that the organizations recognized that there is value in presentations that are not strictly scientific presentations. At the same time, we want to maintain recognition that we are a scientific organization. Adding another category is a way to set some different criteria that can be used to judge abstracts. Valerie said she agreed with Justin that one thing we need to do is make it easy to enter abstracts into the system using these categories.

Phil Scarpa said that program reviews and operational lessons learned can be valuable additions to the scientific program in addition to reports of research results. Phil said he respects Eilis’ proposal but recognizes it has a tight timeframe. Eilis Boudreau and Valerie Martindale will lead the effort, along with the Education and Training Committee, Science and Technology Committee, and Scientific Program Committee. Justin Woodson said that he wants to see provided to authors a description about what we expect to see in a presentation. Eilis Boudreau said that in addition to grouping presentations differently, they would provide guidance on what they expected to see in the different kinds of presentations. For example, a case study should not only include presentation of the case but also a critical analysis of the literature and how the case contributes to it. The group will develop simple, flexible standards for each of the subtypes. Phil Scarpa said that presentations on lessons learned should describe the lessons and discuss why they are important to report. The end result should be easy to understand guidance that explains why this information is valuable to report. It’s best to work this in multiple groups.

A question was asked about whether the Program Committee would establish percentages for each category. Eilis said they talked about it but that really isn’t the goal of the process. Justin Woodson said that the Program Committee is not happy with the distribution of panels and slides. There are too many panels. But the first step is to be able to articulate what kind of presentation is being made. At this time, they aren’t interested in trying to set quotas. They don’t have the data to be able to do that. Phil Scarpa said you have to divorce quality from numeric, basic science. There is quality in different types of presentations, but no quota should exist. As long as you set the bar high for each type of presentation, it’s OK not to require all presentations to involve numerical information. Valerie Martindale said that if we want to change the representation of presentations in a category, we can make an effort to attract more of that type of presentations. Justin Woodson said that part of that problem can be addressed through the Call for Papers. The Call for Papers should describe what we want to see in the program. Other discussion occurred about how to introduce new topics that may not be familiar or popular.

**• Research Grant Writing**

Eilis Boudreau said we’ve been talking about our portfolio. One thing that other associations do to conduct their activities is they are actively engaged in educational grant writing. It’s important for us to start expanding our repertoire to begin to try to support some of our activities by going after educational grants. We have a fair amount of expertise in grant writing. We are looking for ways to beef that up.

We’ve also talked for years about doing an analysis of where gaps areas are. Yvette DeBois brought it up for the Corporates. This has been important for CME activities. There is a new term in Information Management called Evidence Mapping. That differs from a standard systematic review because it takes a high-level view of a field and asks what data do you have, were are the data located, and where are the gaps? There is a systematic process for doing this. It’s recognized in Information Management. The reason to do it is that if you publish the results, it’s one way to critically assess what needs to be done. Eilis said she thinks we do that informally but it needs to be done more systematically. The idea is that we would go through the sub-fields of Aerospace Medicine and doing that. Eilis said she put together a proposal with the Aerospace Neurology group for an Aerospace Neurology Evidence Mapping project. It’s designed as a prototype. They have applied to the Foundation for a grant to fund the prototype Evidence Mapping activity. Deliverables for the grant are not only an evidence map for Aerospace Neurology but also a second paper that would be submitted to the journal that would describe how we go about stimulating these kinds of evidence maps in other sub-fields. Eilis said she had talked with the Human Factors people about possibly undertaking that. The Information Science group at Eilis’ institution mentioned several other funding agencies to which this kind of proposal can be submitted. Eilis said she would report back to Council but the goal is to get the first grant proposal funded.

Phil Scarpa said grant writing can be a source of revenue. In regards to performing a research gap analysis, as the authority in Aerospace Medicine in the world, AsMA would be the referenced source of where the research gaps are so scientists can contact us and say they need to do research in an area because AsMA has said so. Phil said that currently we don’t have that experience in-house. It needs to be grown or purchased and it comes with some cost but it strengthens our role as the authority in the world.

Eilis Boudreau said that there are other possibilities of writing grants to address issues of interest in Aerospace Medicine.

**• Provide public information on relevant science and research on the AsMA website (to pilots, CSF, researchers, Aviation Safety, etc)**

Eilis Boudreau said she has talked with Jeff about developing some additions for the AsMA website. Eilis said these are consistent with Phil’s initiative about providing Aerospace Medicine information to Commercial Spaceflight crew and passengers. Phil has added some websites. This is public information. But we can become a clearinghouse on our web page for people coming to look for that information.

**• Membership CME Survey Membership CME Survey Update**

Eilis Boudreau asked how many people received the survey. Some people didn’t receive the first message. The survey was developed by Katrina Avers at CAMI and was distributed about a month ago. They will analyze the data soon and will bring the results back to help guide our CME activities.

Phil Scarpa said we need to be aggressive about taking ownership of the topic of Aerospace Medicine in the world. These are some of the measures influencing perceptions about the quality of our organization.

**NEW BUSINESS**

**• UK Space LABS Application for Affiliated Organization Status**

Phil Scarpa said that space enthusiasts in the UK got together about a decade ago. Many were former students of ours. They have aggressively pursued collaboration and cooperation of their efforts in a country that did not participate in manned spaceflight until recently. Phil said he thinks part of their effort was instrumental in changing the way Parliament thinks of Space Medicine and manned spaceflight. They have changed their organization several times and now they joined forces with other like-minded individuals to create the UK Space Life and Biomedical Sciences (LABS). They have applied for Affiliate status with AsMA. ExComm reviewed their Constitution and Bylaws and found them appropriate and so we bring the application to Council for a vote.

Roland Vermeiren moved to accept the application of the UK Space Labs Association as an Affiliate member of AsMA. The motion was seconded. There was no discussion. The motion passed unanimously.

**• AsMA Logo Time to Update AsMA Logo?**

Phil Scarpa announced that the AsMA Logo is incorrect. Roland Vermeiren pointed out the inaccuracy to Phil. Two snakes is the wand of Hermes/Mercury. One snake is the appropriate symbol of medicine. The wand of Mercury represents concoctions, escorting the dead, thieves, and inventors. One snake is from the scepter of Asclepius, a Greek physician who lived about 2,000 years ago. He was deified in Greek Mythology as the God of Healing and Medicine. Back in 1902, the US Army confused the two symbols and chose the Staff of Hermes as the Medical Corps logo. The mistake was pointed out around the time of World War I and many military organizations tried to change it but it was already embedded. However, the rest of the world and mostly follows the correct emblem. Today, if you look at who does and doesn’t use the correct emblem, most of those who use the staff are non-US and learned medical organizations. Phil said he looked at symbols used by our Constituents and Affiliates. The majority use the single serpent. The idea is that we should be concerned about our impression to the world. Most commercial organizations use 2 snakes because it looks cool. It’s balanced, but if you scroll down (Phil provided some graphical examples in the Meeting Book of other organizations’ logos) you can see that a logo using one snake can look good.

Phil then talked about how he prepared the logo for our flag. The logo on the AsMA flag contains one snake. Phil noted that the hand-drawn logo on the flag not only has wings for aviation but also has stars for space. Phil said he wanted to bring the issue to Council as information. We might want to form a committee to look at it because it’s an 86-year old logo that includes a mistake that was inherited from the Air Corps, which inherited it from the Medical Corps, which inherited it from a poor decision of a Captain in 1902. Discussion ensued. It was pointed out that the History and Archives Committee would be the logical group to review this issue and come back with a report. Pam Day pointed out that a decision to change the logo would have economic implications because it would be necessary to change every instance where the logo is used. Various wordings of possible motions to refer consideration of the AsMA logo to committee were considered. Phil Scarpa then said he would like to assign the History and Archives Committee and Communications Committee to look at this and bring back recommendations when they are concluded, whether they be virtual or in person.

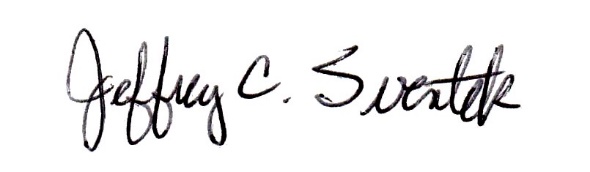
Phil Scarpa asked if there was additional new business. Representatives of Constituent organizations expressed concerns about the annual meeting luncheons and the ability to get reasonable rates for the use of the facility wherever it’s being held to hold their luncheon meetings. Concerns include the meeting room, the food, and audio-visual support. A request was made that, whenever possible, that as the parent organization negotiates with the hotel or other vendors, could they pre-negotiate the cost of those items to hold down the costs as much as possible for the Constituents, which are not particularly financially robust. Phil suggested that the speaker meet with Jeff Sventek to talk about the issue because there seemed to be a misunderstanding about how and when the costs were negotiated.

Other Constituent representatives indicated that their members had expressed similar concerns. Valerie Martindale said that one of the discussions underway with the Corporates as part of the Tiered Corporate Structure was the possibility that Corporates could sponsor luncheons. Establishing a sponsorship relationship with corporates would lower some of the Constituent organizations’ costs. Another comment was that the only way to avoid hotel costs would be to move the Constituent meeting offsite, though that could result in other problems. Jeff Sventek said that we run 30+ events during the Annual Scientific Meeting. Our meeting space is free if we meet the Food and Beverage minimum of $100K. We negotiate prices as low as we can for all lunches. We had to raise prices this year because for the past 2 years, we lost money on several lunches. We provide meeting space to Constituent organizations free of charge for the entire meeting. That meeting space is only free to us if we meet the Food and Beverage minimum. They negotiate as low a price as possible. Jeff said he doesn’t like charging $45 for lunch. Last year, the only way to hold costs down was to eliminate desserts, and he received complaints about that. Jeff said he wished there were more he could do to control the cost of food. Regarding audio/visual equipment, Jeff said that when he first became ED, there was an expectation from the Constituents that AsMA would provide free a/v equipment. It got to the point where AsMA could not afford to do that. It costs $600 to get a full package of a/v equipment. And this is a contractor AsMA negotiated with for a 3-year contract. This is the best price AsMA could get. They sent out an RFP and had multiple bids. This was the best a/v package they could get. They are trying to work with the hotels as best they can to see if they will allow groups to bring in a laptop or an LCD projector for a Constituent meeting. But sometimes there are union rules that prevent bringing in outside equipment. Jeff said they were hammered in Chicago because the unions would not allow any outside equipment in the doors. It was a little better last year and a little better this year. Jeff said he didn’t know how things are going to work in Atlantic City next year. The problem is that the Constituent groups could go off-campus but that would create a problem for AsMA because if you move your Food and Beverage off-campus, we would lose that amount, which might put us lower than the $100K Food and Beverage minimum that we have to hit to get the free space. Jeff said he wished there was more they could do. That’s the best answer he can give. They try to negotiate for food as best as possible. With the drought in California, food costs are likely to escalate in the future. However, Jeff said he thinks we will see better food prices next year in Atlantic City just because that’s the kind of operation they handle. Room prices will be much better there next year.

Dwight Holland said that he appreciated the work that Jeff had done. AsMA is in a better position to negotiate than are the individual Constituent organizations. Dwight also indicated concern for a repeat of Chicago where they are told that they can’t bring in their own equipment. If costs are too high, some Constituents may have to combine luncheons as they did before. Jeff said that in Chicago, they used the same a/v contractor they had used for the past several years, but the union required one or two union employees to shadow the contract a/v staff. Jeff said he didn’t think it would be quite as bad next year in Atlantic City. Each year, they ask the hotels what kind of equipment the Constituents will be allowed to bring into the facility. Jim DeVoll said that the professionalism involved in negotiating costs is much greater today than it was in past years. We’ve had very professional meeting planning over the past 10 years. All of these issues are negotiated now. This is a very complex negotiation and things have changed over the past 10 years. For example, few used PowerPoint presentations 10 years ago. Different equipment is required to support new ways of doing business. Jim said he believes that the leadership of AsMA has done a great job the last several years in getting the best bang for the buck. Jim led a round of applause for Jeff Sventek’s management of the annual meeting.

Phil Scarpa said that what happened in Chicago was a surprise. It’s a heavy union town and the union had some rules that we weren’t fully aware of. But we’ve learned from Chicago. We’re making different decisions now about which cities we will choose for the meeting. We can’t give you a number in advance. It’s a moving target sometimes, depending on how many rooms are reserved, how many things we buy, etc., and even evolves throughout the meeting. Sometimes the final charge depends on how good we were to the hotel and how many rooms we filled. These decisions are made years in advance. Jeff Sventek said he is going to query the staff in Atlantic City in advance to find out what the rules are about bringing in your own equipment.

Having no more discussion, Kris Belland moved to adjourn the meeting. The motion was seconded and passed unanimously. The meeting ended at 2:55 p.m.

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

Secretary Executive Director

