**AsMA Executive Committee Meeting**

**Hilton Cocoa Beach Oceanfront**

**Cocoa Beach, FL**

**March 6-7, 2015**

**Friday, March 6**

In attendance were:

Phil Scarpa, President

Jeff Sventek, Executive Director

Kris Belland, President-Elect

Valerie Martindale, VP for Membership Services

Roland Vermeiren, VP for Representation and Advocacy

David Gradwell, VP for International Affairs

Eilis Boudreau, VP for Education and Research

H.J. Ortega, Treasurer

Carol Manning, Secretary

Alex Garbino, Member-at-Large

Yael Barr, Member-at-Large

Volker Damann, Member-at-Large

**Welcome (Scarpa)**

Phil Scarpa, President, opened the Executive Committee meeting of the Aerospace Medical Association at 8:30 a.m. on March 6, 2015.

• Review and Approval of Agenda

Phil described the agenda and some events he had scheduled that were not part of the official agenda.

• Extractions

Kris Belland proposed extracting the Corporate & Sustaining Membership Committee report to allow discussion of the Corporate Tiered Structure and Corporate Forum. Jeff noted that there was no need to extract the C&SM Committee report because it is already in the agenda. Kris also indicated that he wanted to extract certain points in the Aerospace Safety Committee report for ExComm discussion. Eilis Boudreau will cover that report during the Education and Research activities. Kris said he would provide an update on the results of the Nominating Committee activities that were not part of the agenda. That will be discussed as part of the Governance section.

• Consent agenda approval

The consent agenda was approved with extractions.

• Approval/Acceptance of Minutes

The Draft August 2014 ExComm Minutes were considered. Roland Vermeiren identified an error involving the description of the Compendium Review. The minutes indicated that Roland had said the task was ended. Jeff Sventek said that the activity is finished now but the minutes refer to the ExComm meeting in August of 2014. At the time, Chuck DeJohn was still collecting input from the Committees and others participating in the review. Joe Ortega identified five changes that needed to be made to the minutes.

Yael Barr suggested that ExComm members be provided with minutes in Word format so they can review and edit them in Track Changes mode. Joe Ortega suggested showing line numbers in the draft minutes to make it easier to identify the location of materials that need to be changed. A discussion was held about the amount of information to be included in the minutes. A summary of the discussion might be more useful than providing the exact wording and identity of the person making each comment. David Gradwell observed that the desired specificity depends on what we want the minutes to accomplish. Generally, the decisions made during the meetings are the decisions of the ExComm collectively and not of individuals. The discussions are sometimes frank but do not need to be reported in detail. Phil Scarpa indicated that he thought the minutes should generally provide a high level summary of the events of the ExComm meeting, with sufficient detail to allow the members to remember why they made certain decisions. Some sections may be more detailed than others.

**David Gradwell moved to approve the minutes of the August 2014 ExComm meeting, as amended. The amended minutes were approved unanimously.**

**Governance Reports (Belland)**

• President’s Report (Scarpa)

Phil Scarpa covered items included in the President’s report, available in the ExComm Meeting Book on pp 56-59. Phil talked about his goal for the year, asking what is the value of being a member of AsMA. He described how he had attempted to address the question throughout the year in his President’s Pages in the journal. Phil said he thinks the answer is making a difference in Aerospace Medicine with the help of AsMA. It’s been said over and over that we need to prove the value of AsMA. Phil said he can’t think of anything more important than that. The value of AsMA is to help us do our jobs. Why are we all in Aerospace Medicine? Phil said he thought it was to make a mark, to get humanity off the planet, to fly us safer, and to explore extreme environments. That’s why this organization exists.

Since November, Phil said he had written a few more President’s Pages for the Journal that will come out soon. One was about the journal title. One is about his feelings about Aerospace Medicine and why it is important. One is about the things that wouldn’t have happened if not for Aerospace Medicine. One is about the upcoming meeting. Jeff Sventek noted that Phil wrote some of the best President’s pages he had read in his 35 years of membership.

Phil said that, thanks to the work of the Scientific Program Committee and the chair (Justin Woodson), Jeff Sventek, Walt Galanty, and the Home Office staff, the annual meeting is going to be a record success. On Monday morning, the Louis H. Bauer Lecture will be delivered by Dr. Melchor Antunano, Director of the FAA Civil Aerospace Medical Institute. 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. On Thursday, the Harry G. Armstrong Lecture will be delivered by Robert Cabana, Director of the NASA-Kennedy Space Center.

Beginning this year, we are attempting to deconflict meetings of Standing Committees with the scheduling of scientific sessions. To showcase our organization to students, we are offering free admission to them on Monday. Phil recognized the fantastic work done by the Arrangements Committee, led by Dr. John Darwood. They arranged several interesting activities, including the Dick Trumbo 5K run and a tour of the NASA Space Center.

Phil said he thinks that AsMA needs to be the authority on knowledge gaps in the field of Aerospace Medicine. Phil said he asked Dr. Eilis Boudreau, VP for Education and Research, to look into how AsMA could identify research gaps. AsMA also needs to be the main source of information about Aerospace Medicine for pilots, flight crews, and the public. They need to turn to us to answer questions. He asked Dr. Boudreau to look into sources of medical information, similar to what the FAA hands out, that we can post on the AsMA web site for pilots and the public. There’s a huge gap in the commercial space flight area concerning what is involved and whether they can fly with certain medical conditions. We should be the authority who answers those questions.

There are 2 proposed resolutions under consideration that came from the Space Medicine Association. Both are space-related. One involves Medical Certification for Commercial Space Flight crew members and the other requires a data repository for Commercial Space Flight crew members and participants. Those resolutions were presented to Council in November and approved for Membership comment. They recently completed the 60-day comment period by the Membership. The Resolutions Committee is currently addressing the comments submitted by Members. If necessary, the final version of the resolutions will go out again to members. If that review is completed in time, it will be considered for approval by Council at the meeting in May.

The Council reviewed the concept of a tiered Donor program for Corporate members. We’re now assessing the content and producing a final version. We’ll hear more about that from Valerie Martindale and Joe Ortega. Establishing this relationship accomplishes one of our most important goals. Phil said he is very proud of the work that’s been done.

We are working on an agreement with the AsMA Foundation. We need to work with them rather than be at odds with them. Kris Belland and Joe Ortega have been in discussions behind the scenes with members of the AsMA Foundation’s Board of Directors. They have made substantial progress since November.

We’ll hear more about officer nominations from our President-Elect, Kris Belland. Marian Sides assumed responsibility for chairing the Nominating Committee after Glen Merchant’s illness prevented him from participating. Changes were made to stagger the elections of the Secretary and Treasurer so they occur in different years. That will be done by electing a new Treasurer for 1 year then electing the Treasurer again next year for a full 2-year term. In addition, when the slate of proposed officers is complete this year, it will be announced to the members before the annual meeting in May. We have also asked that we track the positions in the P&P manual for better efficiency and to avoid mistakes in the future.

Efforts are being made to improve value of AsMA membership for non-US members. Phil Scarpa said he had been asked by our Affiliates to see if we can do something to help them justify coming to the annual meeting. They are being asked by employers why they need to attend the AsMA meeting. We are providing a repository of information about Affiliates to promote awareness of other Affiliate activities. We posted all the Affiliate reports on the website for easy access. We have been asked if the Affiliate representatives can talk about what they do, like they used to do at Council meetings. In response, we are offering a poster session for Affiliates to allow them to describe the activities of their organizations. Response to this opportunity has been very positive so far. Participating in a Poster session will provide Affiliate representatives with a justification for attending the annual meeting.

We also proposed a discount associated with registration to lower the cost impact on Internationals.

Phil Scarpa said he was invited to deliver the keynote address at the meeting of the Italian Aerospace Medical Association, an AsMA Affiliate. The meeting will be held in Rome next week on their National Science Day. They expect 200-300 physicians, nurses, and technicians to attend. Phil will take the opportunity after the presentation to recruit members for AsMA.

The UK Space Life and Biomedical Science (LABS) Association, which grew from two separate organizations, has applied for Affiliate status in AsMA. David Gradwell said that the group waited to apply for Affiliate status until they developed a Constitution. The group has also expressed interest in presenting a poster at the Affiliate poster session.

Aerospace medicine has been accepted as a specialty in Canada. In October, the World College of Physicians and Surgeons of Canada formally announced the acceptance of Aerospace Medicine as an area of focus competence. David Salisbury (AsMA member) was very involved in this activity. Much work is involved in accomplishing this kind of result. We need to help them as much as we can. We have scheduled another meeting this year to be held at the AsMA meeting in Orlando to discuss establishing Aerospace Medicine as a specialty in other countries.

Phil said that the new Journal title, Aerospace Medicine and Human Performance, and the new format of the journal are beautiful. The format is contemporary, in line with scientific journals that are modern and efficient. Much of that look and the work done are due to Pam Day and the Home Office.

Phil said that marketing and branding efforts have been very successful. Phil said he has been handing out AsMA coins when he goes out to make presentations. Social media is buzzing; Phil complimented Dan Buckland for putting together the Wiki page, and the Facebook and Twitter accounts. Phil said he has 118 followers on his Twitter account. The followers are all young and new to Aerospace Medicine, and are all interested. Phil said he was happy that the Home Office has been putting posts on there so Phil is not the only one doing it. Phil said he believes these connections will provide better advertising by bringing in younger members. Jeff Sventek said that if anyone wants something posted on Twitter or FaceBook, they should contact Rachel Trigg, who does all the social media postings at the Home Office.

Roland Vermeiren said that it is often difficult to reach out to pilots. Pilots often see aerospace medical personnel as enemies. The relationship in Europe with professional pilots is good but the relationship with air sport pilots (about 650,000) is difficult, which is a dangerous situation. If we can’t work with the civil aviation pilots, it’s dangerous. Phil Scarpa observed that we have to come across as the pilots’ friends. He said we have a similar relationship with astronauts.

• Executive Director’s Report (Sventek)

* Financial Statements Review

Jeff Sventek said that AsMA successfully completed the Financial Statements Review this year. He credited Susan Barnes, AsMA’s CPA, and Gisselle Vargas, the AsMA Operations Manager. The two worked together to ensure we’re following all the generally accepted accounting practices in the US and that’s what the auditors review. As a reminder, we do a full audit every 5 years. In the interim 4 years, we do a Financial Statement Review. Next year will be the 4th interim year for Financial Statements Review. Then in 2016 will be the full audit. There is a significant difference between the annual Financial Statements Review and the full audit. When they do the Financial Statements Review, they look at the all of the financial statements and the accounting practices that are in place. They endorse that there are no significant errors in the accounting practices that are being used. In an audit, they are looking at everything – they go into the details of how we handle incoming revenue and checks. You have to have multiple people touch them; you can’t have one person in complete control. They also look at how you control the documents associated with the financial statements, including blank checks, etc. They have to be under double lock and key. These are all practices that we learned from our first audit that we’ve put in place since that time and continue to follow. The audit is much more rigorous and expensive.

o Solicitation of Charitable Donations

Jeff brought up a potential issue about AsMA’s 501(c)(3) status. There are two 501(c)(3) organizations under the AsMA moniker. AsMA, the parent organization, became a 501(c)(3) organization a couple of years ago. It was in the works when Jeff began working as ED. A lot of work went into getting the 501(c)(3) designation. The other 501(c)(3) organization is the AsMA Foundation. There are some problems associated with having two 501(c)(3) organizations under the same umbrella. We found out that any charitable organization that requests donations must be registered with now 40 of the 50 US states and the District of Columbia as a charitable organization soliciting donations from citizens within those entities. We are not registered and the Foundation is also not registered. Jeff said that he and Kris Belland have talked with the Foundation about the issue. They are aware of it. Jeff said he thought at one point that that if we collected donations passively, (don’t go out and actively solicit donations but instead obtain donations through renewals of dues), then we would not need to register. But he found out recently, from an attorney that specializes in this area, that since we have a statement on our dues receipts that says that a portion of our dues is deductible on US Federal taxes as a charitable donation, we have already actively solicited charitable donations.

Jeff said he has thought about what to do about this situation to avoid registering with all the different states and DC, which is very expensive, and also requires an annual full audit, which is more rigorous and costly. As long as we authorize a tax-deductible portion of our dues payment, we are actively soliciting a charitable donation in the eyes of the states that have this registration requirement. Jeff asked if ExComm would consider going back from a 501(c)(3) to a 501(C)(6), which is what we were before we became a C3. That would eliminate the registration requirements. We could then work very aggressively with the Foundation to make them the charitable arm of the Association. Jeff said that since they have very little financial activity during the year on their books, it would cost much less for the Foundation to have an annual audit done. It would be much easier for the Foundation to register in the 40 states and DC and they would have to do that. Jeff said there was a little resistance from the Foundation about registering in the states but Jeff said we could help ease some of the process. Jeff said he is recommending to ExComm for discussion the possibility of relinquishing our charitable donation status and going back to a Trade Association status. That also gives us the opportunity as a (c)(6) to become much more aggressive in our lobbying activities, if we want to do that in the future. Right now, we’re restricted from doing significant lobbying with Congress as a (c)(3). A (c)(6) is still tax exempt, however, if a large donation came to us for some reason, we would probably have to pay taxes on it. But if we work an agreement with the Foundation, we could direct anyone who wants to make a donation to us through the Foundation, and they can send the money to us as a grant.

David Gradwell asked if we could provide administrative support to the Foundation to register with the 40 states. Jeff said that would be his recommendation – could we help share the costs of their getting stood up appropriately. Jeff said we’re already doing the administrative work. So we could provide the Foundation with labor and monetary support.

Kris Belland said that even though the recommendation is good, we need to be careful about making a quick decision to go back to C6 status. We need to consult with the Finance Committee about the decision. Kris said he thought we went prematurely to a 501(c)(3) without thinking about all the implications of doing so. We now need to be more thoughtful about going back to the trade organization status because now tentacles have been established. For example, our Corporates like the idea that they can write stuff off. Kris said that in talking with the Corporates, that’s one of the things they like about the organization. And some of our American members write things off on their taxes. If we’re a trade organization, it would not be as easy for members to write things off. Jeff Sventek said our largest corporate sponsor is Environmental Tectonics Corporation. Jeff said he asked them after we became a C3 whether they would now be able to write more things off and they said it wouldn’t change things much for them. But we do need to go out to our Corporate entities and ask them what impact this would have on them. However, because of ETC’s previous response, he doesn’t anticipate that this change will have much effect on the Corporates.

Alex Garbino said that he remembered that one reason for changing to a (c)(3) was the point of being able to write off taxes. Do only a few people want the tax writeoff or do a large number of people use it? Eilis Boudreau said that the advantage of writing off your dues doesn’t really matter much unless you have a lot of other tax deductions. Jeff said that part of the dues (not related to the journal) can now be written off on taxes but could not be if we returned to (C)(6) status. Furthermore, ExComm members’ unreimbursed expenses resulting from volunteer work being done to support AsMA can be written off as a charitable contribution while we remain a (C)(3) organization. Jeff said that he donates to AsMA now but if we returned to (c)(6) status, he would instead donate to the Foundation.

Phil Scarpa said that maybe the Foundation’s focus could expand so that our donations of time and money might be made to them instead of AsMA. It doesn’t have to be the way it is now. We need to look at this more and identify the ramifications to the Corporates, but it may be possible to have the Foundation do a little more so we do a little less, which frees us up. Valerie Martindale said that there were certain intangible benefits associated with being a C3 organization. To what extent would we give up a certain amount of prestige, particularly as an educational organization? Would this change affect our accreditation? Jeff Sventek and Eilis Boudreau said it would not. Our status as a tax exempt organization has no effect on our CME provider credentials. David Gradwell said that Valerie had a good point – labels are important in these kinds of things. Valerie also asked what would happen if we said our dues are not tax deductible. How much would that really matter? We would still be a 501(c)(3) but we would not be soliciting if we removed the comment from the dues statement that says our dues being partly deductible as a charitable contribution off the dues statement. Jeff Sventek said he would have to go back to the attorney with that question. Jeff Sventek said he hadn’t seen much of a positive effect since we became a 501(c)(3) organization except that the few donations we receive are not taxable. Even as a 501(c)(3), we were unable to get a discounted rate for Microsoft Office 365 because we weren’t “nonprofit enough.”

Kris Belland said we could talk about this for hours and suggested sending the issue to the Finance Committee to review and bring back to ExComm. A few more issues were brought up, including how such a change might affect how we present ourselves, outreach as an educational organization, how we interact with corporate entities, and how we keep ourselves “legal.” And though it may not be the route by which we get substantial cash donations, it means that our members have an advantage when they put the organization on their resumes. A point was made about the perception employers may have about allowing their employees to attend meetings of a charitable educational organization as compared with a trade organization. The opportunity to have a more extensive role in advocacy (members may want AsMA to take a larger role in defending the value of Aerospace Medicine) is an advantage of returning to 501(c)(6) status. It was also noted that some other organizations have a Foundation that manages the tax exempt aspects and a separate branch that is a political action committee. Kris Belland suggested doing some more work and perhaps distributing a survey to members to see what they wanted. Alex Garbino said if we take this direction and have the Foundation handle the charitable part of the organization, then perhaps we should add a Foundation member to ExComm to ensure better communication between the organizations. Kris said they’re working on it and we’ll talk about it later in the meeting. Joe Ortega suggested asking the Past Presidents what they thought about the proposal.

Phil Scarpa said he is handing the issue over to the VP for Governance. He expects the Finance Committee, the Corporate and Sustaining Membership Committee, and the Home Office to participate in discussions. Phil said he wants feedback in 30 days. We need to decide and take the decision to Council rather than discussing it in Council the way we are discussing it in this meeting. Phil said he wants a recommendation to be finalized in time for the Council meeting in May. Phil suggested having a telecon in April to discuss this and other action items. Phil then asked Jeff Sventek to take the lead on the issue with Kris Belland and Valerie Martindale.

o 2015 Annual Meeting

Jeff Sventek said he thinks the numbers about the 2015 meeting indicate that it may be record-setting. We had the same room block size as we had last year in San Diego when we started this process. We had to increase the room block at the Dolphin Hotel twice. Jeff said he believes that, at this point, the larger room block is already more than 85% reserved. Last year at this time, only about 25% of the smaller room block had been reserved. If reservations continue to increase, it may be necessary to add another room block at per diem rates in the Swan hotel, which is 100 yards from the Dolphin. Almost 400 meeting registrations have been made so far; last year the number was just under 200. AsMA is receiving $15,000 from Caesars Entertainment Group for the Welcome Ceremony. We’re combining that amount with money generated by $10 tickets to have a very nice reception.

During the last meeting, this group approved not having an honor guard at the opening ceremonies but Phil Scarpa had a suggestion about how to deal with it. We were sensitive to the fact that we use a military color guard and a US flag for an international meeting. We voted during the last meeting not to do that. Instead of a military color guard, we will put an AsMA emblem on a flag, and boy scouts will present the flag. We will use an AsMA flag that Phil developed using our emblem. Volker Damann had said that he goes to the opening ceremonies because he likes the pageantry, and Phil agreed. But the pageantry shouldn’t just be US-based; it should be AsMA-based. Let’s present our colors. Eilis Boudreau noted that using a youth organization speaks to the future. Jeff Sventek said John Darwin has looked very hard for a band and Jeff is now involved in the search. Jeff is making contacts to locate a high school band.

Jeff reported that it appears that the decrease in membership numbers has bottomed out and the number of members is slowly growing. Yael Barr asked if she could bring up some concerns about the scientific program in Orlando. Usually, there are more Space Medicine tracks – there are 13 potential slots. Usually, there is a room dedicated to Space Medicine and it has a full agenda. This year, several Space Medicine panels from NASA folks were rejected. The agenda is a little weak on the Space Medicine side – there are only 8 sessions as opposed to the possible 13. The problem is that the fewer Space Medicine topics we have, the less impetus there is for people from the Space Medicine community to attend the meeting. The second issue is that the people who were supposed to present in those panels are now not able to attend because meeting attendance is related to being able to present. Jeff Sventek said that he heard that those at the Space Medicine review table in November were very disappointed with the quality of the abstracts submitted. Yael Barr said she thought the problem was with the abstracts, not with the presentations that would have been made. Perhaps they didn’t put enough information in the abstracts. And maybe some guidance about abstract preparation would be helpful. Jeff Sventek said that information is on the web site. This also happened about 3 years ago. Yael said we are looking for more research-based abstracts with actual data and methodology. The thing is that a lot of the researchers that do that kind of work are contractors from outside of NASA. Those people go to discipline-specific conferences to present their results. The people who tend to go to AsMA are flight surgeons and managers of research programs. They don’t necessarily have research of their own, so typically what you would see from them are abstracts and presentations on processes –this is how we do things, this is how we plan to conduct exploration missions. It’s more management-based. But it’s important for the managers and flight surgeons to see what others (in different parts of NASA and around the world) are doing in the area. It’s an important exchange of information that falls a little outside of the pure research area. We’re cutting that out now. Yael said she sees that as a potential problem down the line because you will have less and less participation on the part of these folks.

David Gradwell said he expects it’s a more general problem in areas besides just space. The areas in which he participates during the review process have abstracts that are a little thin, from the scientific perspective. David said he believed we have done the right thing by deleting the authors and organizations of presenters during the review. But there is still an issue because a lot of research has been moved to universities. We have a big challenge attracting those people who are doing the work in universities to our program. Kris Belland said Yael needs to talk with both Eilis and Valerie offline about the issue. Yael said she works for NASA on the research side. They send out invitations to researchers to participate in panels at the AsMA meeting but a lot of times they prefer to present at discipline-specific meetings.

Phil Scarpa said he was at the Space Medicine table in November. He said he had been wrestling with this issue for years. If we were an academic organization, we would be putting on an academic meeting. In that situation, you can’t have someone come and talk about their program. But we are a different kind of organization. We want to hear about what others are doing – we want to see that kind of information presented. The Chair of the Scientific Program Committee in a given year changes the evaluation criteria. Phil said he thinks we need to provide official guidance from AsMA to the Scientific Program Committee that identifies our criteria, as long as they meet CME requirements. The criteria can go into detail about the review – if you don’t see information, you call the author and get feedback. We did that during Phil’s year as Scientific Program Chair and got a lot of feedback from the authors. Phil said he was often told that the author didn’t know that the review needed to include data. The guidance we put out shouldn’t require abstracts to contain just numerical, scientific data. Phil said he wanted to get our opinions codified. Whoever runs the Scientific Program Committee each year has his/her own philosophy of how the review should be done. Roland Vermeiren said the same discussion occurs each year at the Air Transport review; the discussion is about abstracts with hard scientific data vs overview presentations. Phil said we’re making up the policy at the table, such as changing the presentation mode of certain abstracts to be presented as posters. Roland said abstracts should be stratified into categories such as purely scientific vs process overview. Valerie Martindale said that there is a philosophical problem with saying we have to do this so that people can come to the meeting. Then you end up with a low quality meeting. Only people who are already doing work can attend instead of allowing people to attend who are not ready to present yet and need to learn how to conduct a study. Phil Scarpa said the question is quality; you can have a high quality program presentation. Phil Scarpa asked Eilis Boudreau to lead an assessment of what the Scientific Program Chair selection guidance should be from our organization and give Jeff and the President-elect input. The non-CME track might be used for non-scientific presentations.

Jeff Sventek said when he first became ED, every year we applied for AOA/AAFP certification or accreditation of our CME program. In the first few years, it was like pulling teeth to get them to give us large credits. It is so easy now. We already received approval for this year – AOA has given us 23.5 credits (Category 1B) and the AAFP is giving us 24 hours for this year. It’s all because of the level of scrutiny that has gone into developing a high-quality scientific program. Jeff said he thinks Phil is right – every year, the personality of the new Scientific Program Committee Chair directs what’s going to happen. We need to establish some standards. Jeff said he would like to see the non-CME track developed.

• Treasurer’s Report (Ortega)

Joe Ortega started with the history of the books over the last few years, followed by a comparison of net revenue from recent annual meetings. Joe said that the San Diego meeting revenue was similar to that generated by the Anchorage meeting. The overall net income in 2014 was close to $33-34K. Deferred revenue was higher this year than last due to 7 Life Memberships. A comparison of revenue and expenses between 2013 and 2014 showed about $100K difference between the net income for the 2 years. Expenses were up in 2014. We spent $30K on IT costs, mostly for software development. $9K of the expenses was for the President’s travel – Phil was $10K over his budget allocation for travel. The difference indicates unpredicted events. We also sent 1-2 people to the ECAM meeting. The below the line numbers include investments. This year’s interest/dividend amount is the highest we’ve ever earned (during the time for which numbers are available.) Depreciation was about the same as usual. That includes depreciation on the building, deferred income, etc. Overall loss from below-the-line numbers was $36K.

Joe showed the 2013 slide concerning the reserves, then showed the same information for 2014. We’re up over $21K as compared with the year before. That was a 3% increase overall. The regular stock value is down $12K (a paper loss). But overall, our account has increased by about $24K because we earned $36K in dividends and interest. We did not add extra cash to the account.

The overall bottom line shows our operating income was about $34K. Our below-the-line losses were about $36K, resulting in a net loss of about $2,600. (Joe made it clear that the President’s extra trip put us in the red for 2014.)

Joe reported that the Finance Committee spent a lot of time this year on the tiered CSA proposal. They also reviewed a proposal concerning discounts for international members that will be discussed soon.

Integrated billing is on hold for now, and will be discussed later. An updated Treasurer’s report will be provided at the Council meeting in May. After paying the bills for Orlando meeting, Jeff Sventek said he expects to be able to put $100K back in the Reserves.

Jeff Sventek said that Joe Ortega will be leaving the Treasurer’s position in May. Between Glen Merchant and Joe, the financial structure and budgeting process have become so much better and more transparent than they were before. Building the budget now is easy to do, based on analysis of the numbers from previous years. It’s so much easier now.

Roland Vermeiren said that AsMA wants to be actively global and international. We need to say something to the membership during the Council meeting that senior leaders must travel more internationally. If you want to be global, you have to be seen. Phil’s international travel this year made a huge impression. And there will be some costs associated with that travel. Joe Ortega said that is part of marketing and branding needed to bring our organization into other things. SpaceCom is another example of expanding the role of AsMA. That visibility is critical. David Gradwell said that ExComm needs to be quite clear about what our targets are and therefore we need to spend money to support the President or another leader of AsMA to attend a range of meetings where we need to be seen. As a percentage of our budget, the travel is tiny. One can see the numbers build, but we have to go a lot further to reach communities that currently don’t join us at our meetings. Phil Scarpa said he went to the meetings with a set of objectives given to him to accomplish certain goals, for example, broker the deal with Norway, hand out certain materials, and talk about certain things. You don’t go to these meetings for pleasure. He wants the President to go with a set of objectives that involve a return on investment.

• Work with AsMA Foundation (Belland)

Kris Belland talked about the AsMA Foundation. They held a telecon on Jan 26 with George Anderson, Peach Taylor, Richard Jennings, Jeff Sventek, and James DeVoll. (If approved, James DeVoll will be our incoming Treasurer.) The idea is to get him strategically involved with the Foundation as early as possible. It was a very good discussion. They are us – they are AsMA Past Presidents. They are interested in the good of the organization and want to work with us. We have challenges with funds but they’re willing to work through those with us.

The Foundation board members have the Memorandum of Understanding – they’ve reviewed it and want to work with us on it. Because of their former jobs, they want to go through it methodically. We’re going to continue to work on it. The relationship between AsMA and the Foundation needs to be closer – we’re going to work on how they’re going to be on Council and how we’re going to codify it. They’re looking for a new member on the Foundation. That person hasn’t yet been identified.

They are us and want to work with us. Jeff represents us on the Foundation and has been fantastic in working with them. Our strategic vision is to be tighter with them. We could really make them our fundraising arm. Kris said he thinks we’re going in the right direction. Kris said that he and Phil were pushing to have a Corporate Campaign where they would start raising a lot of money. There are a couple of things that are in the way. First is the legal issue (i.e., 501(c)(3)). Second is that they are a very small group. They’re not really ready yet to jump into big activities. But Kris said he thinks we can transition – encourage the Foundation to step into a campaign, maybe in a year or two. Jeff Sventek said he agrees.

Phil Scarpa asked when the MOU will be finished. Jeff Sventek said he thinks it will be at least a year away. They want more detail but they’re willing to work with us. Jeff said they want a detailed Game Plan that describes what we’re bringing to the table. Right now, the stumbling block is the solicitation of charitable contributions – the legal issues. Until we can get that lined up and they agree to take that on, and we agree to pay a percentage of the costs involved in getting them to that point, the MOU won’t be signed.

Phil Scarpa suggested that we write the MOU with To Be Determined to be agreed to by both sides with detailed plans to follow and get them to commit. The response was that they won’t sign it. Phil said you can run this forever. There are little pockets we can start working now, such as having the Corporates start donating to the Foundation, having them start working on financing Education/Training grants, expanding the number of scholarships we can offer. We can start redirecting donations to the Foundation now. Right now, we’re not doing anything without a signed document. Jeff Sventek said he didn’t think they would sign one yet. Kris Belland said he feels Phil’s urgency and direction. He doesn’t think we will get there as soon as we want to but they are willing to work with us - but we will eventually get there. Kris said that after the Council meeting in May, he and Jeff are going to walk over to the Foundation meeting to propose a Capital Campaign. We’ll talk further about the MOU. Kris said one of the highest priorities for him is to get this relationship working. He thinks we can go a long way over the next few months. Phil asked if they were willing to share the costs of fees associated with solicitation of charitable contributions.

Alex Garbino asked if they need someone representing their organization as part of ExComm. While Jeff Sventek is part of their Board, he may be viewed as more of a representative for AsMA than for the Foundation. Kris Belland said that the strategic vision is to have a tighter relationship with the Foundation but he’s not sure about the exact way to do that. Kris said he didn’t think a Foundation member needs to be on ExComm. Jeff should continue to be the go-between. Maybe they should be part of Council. Phil Scarpa said that once the MOU is in place, we need to have a non-voting position for them on Council. They have to have a voice. Jeff Sventek said that they submit reports to Council now. Remember, they are a separate organization. You have to maintain separation. Phil Scarpa said that we have to give back a little– give them more voice, pitch donating to them in some form, give them an invitation to Council. We have to think in those terms if we want this very important partner. Yale Barr said that converting back to a trade organization could help because we’re not competing with them and it would support separation of roles. Phil said they should be our fundraising arm. Our current status makes the location of donations confusing. That situation can be fixed. Roland Vermeiren – from an international perspective, it’s difficult to understand the roles of the two organizations.

Kris Belland said that this ties into our strategic plan, our financial goals, how we’re going to work together, and whether we remain as a 501(c)(3). These are really tightly related. He said he thought this was the first meeting he’s attended where we jumped up to this level of discussion so quickly.

• Nominating Committee (Belland)

Glenn Merchant was unable to serve as chair of the Nominating Committee this year. Marian Sides assumed responsibility. We have been more open and transparent with the elections this year. David Gradwell’s name is being forwarded as President-Elect. Eilis Boudreau and Roland Vermeiren were re-nominated as Vice Presidents. Joe Ortega was nominated as a Vice President. Valerie Martindale will continue as a VP for another year. The nomination recommendations to Council will be, for Secretary, Brian Pinkston; and for Treasurer, James DeVoll. Ten people have been proposed and seconded for Member-at-Large.

Kris Belland said that one of the President’s directives was to be open and transparent in the election process. We are trying to do that. But one of the Constituent organizations, ASAMS, went a little farther than they should have – their newsletter announced Joe Ortega is our new Vice President. The Nominating Committee has been told that all representatives must tell the Presidents of the organizations they represent that these are only recommendations. They have to go to Council for approval. Another name can be submitted for consideration for an office at least 3 hours before the election, so it’s not a done deal. Phil Scarpa said that if we want enfranchisement, we have our representatives, but people still don’t understand how someone is selected to be an officer—their names still show up at the meeting. We also need to announce when the nomination process starts. If the votes for two nominees are close, we should include them in a real election. Who has actually brought up a petition to nominate someone at the last minute? Without elections, you might as well let the Nominating Committee elect the officers. If you want involvement, we need to open this up.

Roland Vermeiren said there are two issues – the democracy of openness and the responsibility of the organization to plan its business in a way that we think it will work. In ESAM, we had the possibility of candidates being identified at the meeting to be elected. It was a nightmare. Roland said he thinks the membership expects senior leadership to plan for things to go well while keeping it open. Phil Scarpa said that this is an election of those already nominated. We don’t have any campaigning.

• Proposed Bylaws/Policies & Procedures Manual Changes (Belland)

Jeff Sventek said he put the proposed Bylaws in the Meeting Book for people to review. But nothing can be done to the Bylaws right now. Kris said that some changes will need to be made and he will work with the Bylaws Committee on those. For example, references to the Space Medicine Committee need to be pulled before the May meeting. Eilis Boudreau commented that the P&P Manual contained a number of references to Aviation, Space, and Environmental Medicine, either as a discipline or the journal. Those need to be changed to follow the change in the name of the Journal.

• Set a financial self-sustainment goal (Belland)

While the President and President-Elect have discussed using $2.5M as our financial goal, Kris Belland said he thought the Treasurer and Financial Committee should come up with the number that we should say is AsMA’s financial goal. Phil said he thought we had already worked out the $2.5M goal with Joe and didn’t think there was any resistance from ExComm. In August, we talked about adding $50K/year to the Reserves. We were also talking about $100K/year or $400K in 6 years. Phil said that he wants to be sure that the Finance Committee comes back with a final suggestion and we get it in writing for the Business Plan so it doesn’t float again for another year. It’s just guidance so we have something to strive for. The point was self-sustainment so we can live off the interest. It’s not a goal that’s easy to get but if we don’t plan for it, it’s not ever going to happen and it makes our lives easier once we’re there so we don’t live check to check. I thought we were further along – we already gave them numbers. It’s just a matter of can we seek some kind of answer by May that says yes, this is a great target. Joe Ortega said he thought we said we wanted to get the Reserves to $1M, which is $50K/year for 10 years. Kris Belland said he thought what we got from the discussion was that we’re already there if you consider our building and everything else. Phil said we can’t consider the building. Jeff Sventek said we should consider the building. Phil said that the $2.5M is a self-sustaining goal, meaning it has to generate income. It has to have something you are pulling off to pay bills. The building doesn’t generate income – it is a paper value. The $2.5M I calculated was based on assumptions that we needed cash, reserves, of $2.5M, not total assets. Otherwise, you have to sell your car to pay the bills. Jeff Sventek said you can borrow against the building if necessary. Joe Ortega said that you borrow money against the asset if you get in real trouble. That’s why the asset counts. Kris Belland said that Alex’ comment was right – status quo isn’t good enough. We have to have a goal to shoot for - if we made the goal, then let’s readjust it.

Joe Ortega said he thought a previous Finance Committee report said that a realistic goal was adding $50K/year to the Reserves as a 10 year plan, which would get us over $1M. Once you pass $1M, that’s a psychological achievement. Kris said that, strategically, you have to keep putting that in front of ExComm and the Council and say that this is our goal. Joe said we settled on that last time. He hasn’t yet built the slide that shows our progress along that path. Tracking that goal is something that needs to be included in the Treasurer’s report. Phil Scarpa said that the projected and actual achievements needs to be written. Jeff Sventek said he received a call recently from a commercial loan entity wanting to know if we needed cash equity to sponsor any large special programs. He asked a few more questions and when he heard the building was paid for, (with assessed value of $1.3-1.4M), and he asked what our operating budget was, he said we are probably in better financial shape than 80% of associations. The building, as a resource, caught his attention. I understand your goal of having ready cash to pay for whatever liabilities we have, but we can’t ignore that huge asset that this organization went to great lengths to pay off well in advance.

Phil Scarpa said it’s not in our philosophy to hock our building without major discussion. This discussion is about a security plan. He wants it documented somewhere in our strategic plan. We want to start comparing actuals to projected. Joe Ortega said the Finance Committee wrote a report. The $50K/year was in the August minutes. That was to reach a cash goal of $1M in Reserves over 10 years. It should be well over $1M if it compounds. We were in the $580K range for that and said let’s add $500K over 10 years, that’s $50K/year. You can argue that’s a stretch goal, but that’s doable in 10 years. If you count the $1.4M that’s already there, then we’re pretty close to having that much resource available. Kris Belland said it’s now codified. We have a report in the August minutes. The argument was made that we debated but did not agree. It’s now necessary to have a regular report on the status of the goal.

Kris Belland said he wanted to make the point that we’re happy with where we are now. We’re better off than most other organizations. The strategic vision for us is that the things we want to do in the future will require a lot of cash. Those things may include increasing the Home Office cash, some of the marketing and branding activities, IT, teaching, training. For those who replace us over the next 10 years, if they have that resources available, they will be able to do wonders. That is the reason to grow financially.

David Gradwell said that we sat here a couple of years ago, panicked about Chicago. We had sequestration, a high cost annual meeting. If we cancelled the meeting in Chicago, we would be down the tubes for $1M, which could wipe us out. We had the discussion about what we needed to develop as a reserve so we would have cash available to meet our annual requirements without having to tap into the strategic reserve of the building. How much do we need as an income per year that will make us safe? What is our operating cost per year to not lose staff, to not lose what we’re doing? Then backtrack from that – how much do we need to put aside to be gaining interest that pays for that operating cost? Then we can sleep nights and then we’ve still got a strategic reserve built into the building as well. We have a cash reserve, and as it grows, we can use it to fund the development that Kris has been talking about. Otherwise, we become stagnant.

Phil Scarpa said we have to write a list of assumptions about potential interest, potential income, what you can live without, what you need to pay for, what you think are issues we might need to pay for that we hadn’t counted on, and you use that to develop a savings plan. If more money comes in, that’s great. If less money comes in, then you readjust and rethink. That’s what this business strategic plan, this self-sustaining target, is all about. We don’t do that – we live check to check. We have the UBS Reserves, but they’re for a rainy day. That’s our nest egg. We should never touch our nest egg. But we should plan for things like additional international travel. We should be able to pay for that. It shouldn’t be a surprise. The things that come up every year that we didn’t expect should never be a surprise.

Roland Vermeiren asked if, as a Charitable organization, is there not a maximum amount of cash we can keep on hand? That is the case in Europe. David Gradwell verified that you can’t sit on too big a charitable pot. Phil Scarpa said that Kris had asked for further discussion on the target. The question about whether there is a maximum amount is reasonable, with the goal in mind of codifying this. Kris Belland said we would continue to work the issue.

After a break, additional discussion was held on the Scientific Program. Alex Garbino said all sessions, both those based on scientific data and those that are procedural, informational, methodological, should be of high quality and should be considered for CME. Those of poor quality, whether data-based or procedural, should be rejected. There should be standards for each. We should have high standards even for presentations that don’t fit into CME. Yael Barr said that one of the panels that was rejected generated the comment that insufficient data were included in the abstract. Phil Scarpa said we’re drawing the line on quality. Quality presentations can include scientific, number-based research or a program description, how to do things, lessons learned, what we found operationally worked or didn’t, what is the success or benchmarking we did. Don’t just tell me about your program – tell me something that I can take home and apply to other situations. Some abstracts, even program-based, have nothing. Jeff Sventek said that the Chief Medical Officer for the NTSB, for 2 years in a row, has attended our meeting. She likes our meeting. But she has rated the meeting poor for 2 years in a row because she said she finds that there are a handful of good, well-established, scientific panels that she can attend. On the other hand, she can go to a number of different panels that look good but are not. That’s why she continues to rate us poorly. Presenting programmatic information is good, but it has to come with lessons learned, almost an outcome-based presentation, a critical analysis. These are the outcomes that show that this program works well. David Gradwell said that panels vs slide presentations have grown exponentially because this was perceived as a way to get mediocre material in because the Scientific Program Committee didn’t like to reject the entire panel because of one or two mediocre abstracts. One or two then becomes three or four. It still gives a bad impression because someone who comes from NTSB or from neurology or cardiology may conclude that the meeting isn’t of sufficient quality to justify traveling to attend it again. If we use strict criteria for allowing an abstract to get in, we will end up with a smaller meeting. I wonder if we are doing the right thing by having so many parallel sessions. In the Scientific Program Committee, we’re told that we have all this space to fill and it might be better to reduce numbers in favor of quality. Jeff Sventek said that if we don’t accept 500 presentations, our attendance at the meeting is going to drop because, in many cases, you can’t justify paying for someone to attend if they don’t present. Yael said that the assumption in government is sometimes that you can’t get your trip funded if you present a poster. Alex Garbino said that happens in academia as well. Valerie Martindale said they had received letters from people in India and China saying that they couldn’t attend unless they made an oral presentation. Phil Scarpa said that the interaction between sessions is more valuable than the 15-minute presentation. But Alex Garbino said that the poster session is considered the place where inadequate material is presented.

Phil Scarpa said that this kind of discussion is necessary for developing guidance for the Scientific Program Committee. How do we treat posters? What is the line of quality? We need to document standards in writing and send them to the Program Chair so that person takes guidance from us.

**Strategic Plan Focus Areas – President (Scarpa)**

• Overview of AsMA Strategic & Business Plan (Belland)

Kris Belland talked about the Strategic Business Plan. Part of changing an organization is looking at it over and over again and building that process into a regular review. With our strategic goals, we’ll be able to refocus ourselves to be much more successful than we were before. Kris reviewed a slide that talks about the wheel that describes the design/implementation/sustainment of initiatives. Everyone who is going to be a Vice President next year is in the room now. Kris talked about how AsMA’s strategic goals were formed to provide value for our customers. The goals were broken down by each Vice President’s areas of oversight: Governance/Finance, International Services, Representation & Advocacy, Education and Research, and Member Services. Kris discussed how the individuals in charge of each area would change next year. The VPs will complete the initiatives we’re working on now. By the end of May, we should review, revise, and reprioritize the initiatives for next year. Each VP should determine what they want to accomplish. We will use the spreadsheet to show the status of initiatives. Next year, we will remove the completed initiatives and add your new initiatives to it. Kris said he would recommend having an initiative for each Committee Chair, in alignment with the Strategic Plan. There will be discussions at this meeting about identifying Committee Chairs for next year. Between now and the May meeting, we need to update our initiatives and create new initiatives.

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

We had a lot of initiatives this year (both from the Business Plan and Presidential initiatives) regarding membership. Valerie said that Joe Dervay is building a strategic pipeline to students/residents by making connections. The AAMC, American Association of Medical Colleges, has 90,000 medical students. Joe has worked with Jeff on trying to get into organization to be able to send information back and forth. Medical accreditation for residents in training – there is no mailing list (except a directory) 300,000 physicians in residency and 90,000 medical students. Jeff Sventek said that Joe is putting together an email that we could send with literature to residency directors. We’re trying to ensure that it will be simple for the directors to forward the message to the residents. They had a meeting several months ago with someone who has not communicated further. Jeff said they are getting another point of contact. Phil Scarpa said he can help facilitate, if necessary. This is a tremendous resource.

• Appeal to aviation RNs and dentists to join

Joe Dervay has also made inroads with the dental community.

• Offer free meeting days

Several dentists are taking advantage of the free 1-day registration. We had planned to offer the free day on Monday but the dentists would prefer to come on Thursday because the dental presentations will be held then. Valerie had contacted other medical schools and graduate schools in Florida. However, only a handful of people will be attending the free meeting day on Monday because it conflicts with the academic calendar. If nothing else, we raised awareness of AsMA. Jeff Sventek said he talked with the University of Central Florida (UCF) – their school year ends April 24.

• Appeal to Coast Guard (air rescue forces) to join

Joe Dervay has contacted the Coast Guard. They had good things to say about the President-Elect speaking to the Coast Guard. Kris Belland said he spoke at the US Naval Medical Conference in Pensacola, FL. There were more than 200 attendees. Kris gave a talk on human performance and talked about AsMA. Every person who arrived was given an application for AsMA membership. Joe Dervay did a great job in representing AsMA.

Valerie Martindale said that Joe Dervay is also working on getting an automatic dues renewal option on web site. Members can opt out if they wish.

• Consolidated Dues (Sventek)

Jeff Sventek gave an update on the status of the Consolidated Dues process. It has gone well with the Associate Fellows Group but it required programming costs to get it in place. They were getting ready to start loading ASAMS membership data but they got a call from ISSI, the company that provides the Association Management System called IMPak. About 18 months ago, they started to modernize their software to make it more user friendly and more modern. They realized that the programming language they used to build IMPak would not allow them to easily transition to what they wanted and would require a new effort. They found a startup company called Impexium that was building an Association Management System with a different programming language that will allow them to make the changes that they want. The two companies merged. That is now taking place. Impexium will be the new company name for ISSI. They will continue to offer IMPak and their new system, Impexium. Jeff & Gisselle got a demonstration of the new system about 2 weeks ago. It was unbelievable. Jeff said the rest of the office will get a demonstration in 2 weeks. If it’s priced properly, Jeff said he plans to come to Council in May with the costs to transition from IMPak to Impexium. The reason Jeff is interested in transitioning is that IMPak doesn’t have security software built to protect holding credit card information, so we cannot currently do what Joe wants. However, It appears that Impexium has appropriate security measures built into the software that would allow us to hold credit card information with the opt in/opt out option available. It also provides many other incredible capabilities. We’ve invested a lot of money in IMPak – Joe Ortega mentioned that we spent over $30K in IT costs this year. Almost all of that was spent to modify IMPak and modify the web site to interact properly with IMPak for user-friendly functionality. With Impexium, that’s all pretty much built in and there will be very little programming required. There will be an up-front cost – Jeff said he wasn’t sure how much. But the company told Jeff that maintenance costs will be about the same. Jeff said they would not sign a contract for transition unless the price included transitioning all the specialized software routines that ISSI had developed for AsMA. They already have a lot of experience helping current customers transition from IMPak to Impexium. Joe Ortega asked about programming costs associated with future specialized software routines. Jeff Sventek said the per hour cost of developing software would not change but the amount of time required to develop new software should be much lower than it is now. Jeff Sventek said we will get a discounted rate because we are a prior customer that has invested a lot in the IMPak software. He said he’s working with the president of the company on the pricing and they have discussed all these issues.

• Discounted Joint memberships

Not many associations are relevant. One is UHMS – look for others. AMA won’t work.

Who comes to meetings/who is not a member?

Valerie Martindale said that the initiatives discussed earlier are long term membership initiatives.

• Evaluate Tiered Donor Structure for Corporates (Finance Committee)

Valerie Martindale said there are two issues under this heading. One is the Tiered Corporate Sponsorship structure. The other is the organization and relationship of the Corporate Forum with respect to the Association.

The Tiered Corporate Structure went to the Finance Committee. Joe Ortega said that the Finance Committee examined the information presented by Peter Lee during the last Council meeting. He said that the Committee had adjusted their proposal a little bit to make it flow from lower Return on Investment to Higher ROI based on the sponsorship level. They also added some advertising discounts to the regular Corporate member to stimulate them to advertise in the journal. Joe showed some information that reflected where our money comes from. Dues are the majority of the budget, so we need to work on increasing membership. That’s where we get the most money. We can do MOC and other things because those are Member services. The Journal doesn’t make us any money but if you count it as a Member service, you can see that membership dues and services are almost half of our operating money that comes in. Jeff Sventek said that we regularly talk about how we’re only 1 or 2 bad meetings away from going broke because it’s our primary revenue stream. But the money that comes in from the meeting provides a variable revenue stream while membership is our primary revenue stream. Many factors go into determining the success of the meeting, which makes the complexity of predicting the income from the meeting more difficult than predicting the income from membership.

Page 97 in the meeting book contains the final version of the table. If a standard sponsor availed themselves of all the benefits provided, they would get $512 Return on Investment, including the membership fee. The Return on Investment increases as the sponsorship level increases. They included the advertising discount in this because they noticed that we have a low number of advertisers. Phil Scarpa asked if some of the numbers were artificial – are we assigning a monetary value to something that is really a wash? Are we going to go broke if they take advantage of all of these things? Joe Ortega said he didn’t think this will affect the bottom line much at all, except that you can point to the tangible benefits you could take advantage of if you choose to sponsor AsMA. If they’re exhibitors already, maybe they want to move to the next sponsorship level. Kris Belland asked whether Joe Ortega was averse to doing this. Joe responded that he thinks it’s a good idea. We tweaked their table to make it easier for the benefits to flow up the chain. He is not sure what sponsorship involves. Phil Scarpa said it’s not costing us but we allow them to sponsor an event. What does the value represent? Jeff Sventek said that’s how much they would be given credit for. In the future, when we build signs for events, it will include the list of those who chose that event as their form of sponsorship. Phil Scarpa said that we’re not paying them, but it’s the value they can say they’re contributing.

Kris Belland said that everyone has read the table and the Finance Committee approved it. Peter Lee said he hoped that the above mentioned proposal would be adopted in principle by the AsMA Executive Council (he means Council) so this can be further refined with all the fine details to be ironed out over the next 6 months with the hope that it can be fully adopted, implemented, executed by May 2015. I think all he’s looking for from us at the strategic level is to approve it in concept and go forward. Council approved it pending Finance Committee approval. This is not a substantial change from the previous version. Valerie Martindale said Peter Lee would like to send this out to the Corporate & Sustaining Membership Committee to get their buy-in so they can approve it. Valerie said she doesn’t see a problem with it because it’s not substantially different than what they had before. Only the table and not the entire report would be included.

**Kris Belland moved to approve the Tiered Corporate Structure in principle. The discussion indicated that it needs to go forward as it was presented. David Gradwell said we can review and change it in the future as needed. Phil Scarpa said his interpretation of the motion is that we’re approving the concept and we’ll take any feedback. Valerie Martindale said she would take the table as it is now, send it to Peter Lee, say it’s the approved ExComm example, we’re open to changes if you find this difficult, but we think you’re going to find it agreeable.**

**Kris Belland repeated the text of the motion: The CSMC Corporate tiered structure proposal is approved in principle. CSMC is to report back to ExComm in April 2015 with details on their acceptance of the draft. The motion was approved unanimously.**

Jeff Sventek said that two current corporate members provided very positive feedback about this plan. Phil Scarpa said they want a bigger voice and they want it codified in recognition for the things they do for us.

• Encourage Corporate Forum and provide Corporate participants an opportunity to meet during annual

meeting (Sventek/Peter Lee)

Valerie Martindale said this brings us to the second half of this issue, which is their internal organization and relationship with the Association. There’s been discussion about this and she thinks they’ve come up with something that’s very workable. The organization will have an internal governance structure very similar to the one they had as an Affiliate. Something that is very important is having a seat on the Council, however, they don’t need to have a vote. Valerie said her search through the Bylaws identified one other organization like this, which is the Aerospace Physiology Certification Board, which has specified in it that they have a liaison that sits on the Council but does not vote. They can be an Advisory body to the Council – they have one or more areas of expertise that can be of value to the Association. So they can serve as a liaison, probably to be chosen in whatever way they choose. Valerie then discussed a draft copy of a Bylaws statement that included language describing the Corporate Forum (Meeting Book, page 103). Valerie said that Jeff had checked and calling them Corporate Members will not affect our accreditation. Issues we will want to discuss include Forum Events and the Forum Budget. Forum Events are amorphous in the draft Bylaws. This is very important to them. The draft Bylaws statement specifies that they will plan and conduct some kind of Advisory Event. They want access to the Association, particularly Association Leadership. We talked about a Breakfast or Luncheon, maybe at the Meeting. That may change from year to year. But some sort of event would occur that the Forum will arrange. The Forum may also sponsor a speaker – we want them to do this using the non-CME track.

The last item in the draft Bylaws statement probably doesn’t belong in the Bylaws. This is the sticking point that is still going to cause us trouble. They’re accustomed to having a budget. They do not want to collect dues from their members in the same way that a Constituent Organization does. They have agreed among themselves that AsMA will set aside a budget line item for them to hold their Corporate events. The money never leaves AsMA. We set a limit – the suggestion is $50 per Corporate Member. Jeff Sventek said the previous amount, which we no longer provide, was 10%. A question was asked about whether we can we can provide funding if they are not an Affiliate. Joe Ortega said that part of the meeting budget line could be to conduct a Corporate Event. That would allow them to not have to maintain a Treasury. They’re OK with it being part of AsMA. What we need to do is have a line item describing what they are and are not permitted to do with that money. That is not going to happen quickly. There will be negotiations over that point.

Valerie then asked for Jeff Sventek’s opinion about the proposal. Jeff Sventek said there are two components here. One is access to leadership through the Corporate Forum will be done, as it has been, through the Corporate Forum Breakfast that we already pay for. Jeff said he thinks it should be restructured – in the past we talked to them. It needs to be changed so they talk to us, and get an exchange that way. The second component is that when they stood up the Affiliate, they decided to put on a luncheon, on Monday, with guest speakers, in the same way that a Constituent organization does. However, this is what they want the budget for, so they can pay for a speaker to come in and fund awards. We do not support any Constituent organization’s luncheon, let alone an Affiliate organization’s luncheon, in that way. Jeff said he would be very resistant to this group authorizing a budget line going toward funding that luncheon activity. David Gradwell said Jeff was saying that it should be self-funded. Valerie asked if they were using the luncheon to give awards to each other? Jeff said he thought they were giving awards to students. When we had that budget set aside in the past, they would send Gisselle an expense report for that event, along with the receipts. We would pay it out of that pot of money.

Eilis Boudreau said she had attended the luncheon and they bring in amazing speakers. Anyone can come in to see the speaker, with or without paying for the luncheon). They bring in a thoughtful array of speakers. It’s very important to who they are to do this. They bring in people of interest to the larger membership. Thinking philosophically, we have entered an era where academics and government have to interact with private industry. Corporate membership for us is going to become increasingly important. All of these partnerships are uncomfortable because for so long, they’ve been separated. It’s not going to seem comfortable initially, but what they’re planning is something that is of interest to the larger membership and it is something that allows them to have a presence in one piece of the program.

Jeff Sventek said he didn’t have a problem with having a presence or offering something for the larger membership. The Society of NASA Flight Surgeons has a very active program as an Affiliate and now as a Constituent, where they have Astronauts come in. AsMA did not pay a dime for their luncheon activities. Jeff said he’s suggesting that AsMA should not be engaged in financially supporting a lunch when we already pay for a Corporate Forum breakfast. Phil Scarpa said that he understood that they had talked about collecting dues but there were some issues about who should handle the money. They wanted to give the money to a 3rd party to handle it, such as AsMA. He still thinks that’s the way to go. They can give us the money, then we can separate it out in our budget. That does not need to be specified in the Bylaws. The concept here is that we have a Forum, they have a voice on Council, and that’s what we need to emphasize here. Joe Ortega said that if they had a luncheon, with ticket costs that cover the meal. Jeff Sventek said we could add whatever would make sense. The discussion was put on hold pending another event on the agenda.

Valerie Martindale said that the draft Bylaws are not ready to go to Bylaws Committee. She was not sure C&S will accept the draft Bylaws unless this issue is ironed out. There will be more discussion. Phil Scarpa said Valerie should capture the discussion when she submits the proposed change to C&S. But it shouldn’t be a show-stopper. Phil said he knows this is very important to them but they also need to consider that we want to start moving out to give them a seat on Council and to start with the formation of the Corporate Forum. This can be added later. There are so many ways to deal with this issue. Valerie Martindale said we do need to recognize that they are unique. They are not a Constituent. They are not exactly anything else.

Yael Barr said that the table we approved to put forward to them should have a line item about the Luncheon if we have a problem with funding that. Joe Ortega said it should be labeled Breakfast to indicate the value associated with the event we sponsor. Jeff Sventek said he had a suggestion. Rather than both a Breakfast and a Luncheon, since the Luncheon is 2 hours long on Monday, perhaps we could pay for their award and speaker during first hour then ask those who are not members of the Corporate Forum to leave and have the Corporate Forum with AsMA Leadership in the 2nd half of that Luncheon.

It would cover the cost issues and would also give them that Forum. We could then get rid of the Breakfast and only have one event. Jeff said he would prefer that it not be on Monday. The problem we run into with this group is that many of them are exhibitors and are only there through Tuesday. We can’t do it on Tuesday because of the Business Meeting.

Kris Belland said he thinks we’re in agreement that we want a Corporate Forum and this should go to the Bylaws Committee. There’s some negotiation still required. Do we approve this going to the Bylaws Committee work out the Corporate Forum? Phil Scarpa said he would suggest we take it back to them at this point. This is a great draft – it stimulated some discussion. We need to take it back to C&S for final review with comments, saying that we endorse a gathering of them and that we endorse the payment for their gathering. Remind them that we do this in a Breakfast format. We would suggest that they decide whether it should continue as breakfast or lunch. We encourage them to provide their awards in that forum. We encourage them to work quickly on considering the rest of this language on the formation of a Corporate Forum, where we expect them to be active participants in the Council, without a vote. The sooner they get back to us, the sooner we can move forward. When they get back with us, then we can send it to the Bylaws Committee. (There’s a long lead process on these things for Bylaws; they have to be done before November).

Phil Scarpa asked if we can invite a Corporate representative to participate on Council in May? Can the President send a letter to invite a Corporate representative. As long as the President recognizes the speaker off the table, we can get this moving now. Phil said he would have someone tell C&S that he intends to invite them to the Council meeting for the purpose of testing this activity before it becomes codified.

Valerie Martindale said they will try to get something back by April but Peter Lee is very busy.

Phil Scarpa said that the Committee Chairs are the coordinators of the Committees – they don’t have to do all the work – that’s why there’s a deputy. We need to inform Committee Chairs that they have this option. Valerie indicated that Peter Lee has been the person negotiating with the Corporates.

**Class 3 Medical Certification Update**

The ExComm spoke with Jim Fraser, Federal Air surgeonduring the lunch break. The purpose of the call was to get an update on proposed legislation regarding Class 3 Medical Certification. Jim Fraser said that last year, the House Appropriations Committee passed a bill that allowed a great majority of airmen to fly without a 3rd class medical. The Senate proposed a mirror image bill. The Chair of the Senate Appropriate Committee let it be known that he would not allow the bill to move forward in the Senate as long as FAA was working on rulemaking. So the FAA worked on Rulemaking. They moved the issue to DOT until the Secretary decided not to push the proposed NPRM to OMB. The normal route is for an NPRM to be sent to OMB, which would put it in the Federal Register, where comments would be invited from all parties. With DOT refusing to send the NPRM to OMB, the rulemaking process will not be complete.

The original legislation, called Pilots Bill of Rights (PBR) died at the end of the Congressional session last year. An alternate version of the legislation, now called Pilots Bill of Rights – 2 (PBR2) was submitted this year. The text of the proposed bill is available online. In short, PBR2 says that if you fly a plane less than 6,000 pounds; if you fly at a speed no higher than 250 knots, and you have a driver’s license, you can fly with up to 5 passengers up to 14,000 feet without a medical certificate. That removes the Class 3 requirement from a lot more pilots than ever considered before. With the NPRM on hold, there is no assurance that the legislation won’t move forward this year.

The FAA is exploring the reactivation of the NPRM and is going back to the previous AOPA/EAA petition for exemption. They are exploring a blanket exemption for pilots as another alternative to be able to put some mitigating factors/ requirements into consideration of letting airmen use private pilot privileges without a 3rd Class medical exam. Jim said they have been discussing how to comply with the official mandate to do studies to assess the effects of the change 2 years or 5 years after the law is enacted.

There are a lot of votes in Congress – the bill is supported by a lot of Congressmen and Senators that sponsored PBR-1 last year. There is quite a large contingent of the GA Caucus. The Government and Industry folks who interact with Congress tell them that the bill could move quickly. Jim said they have had a lot of meetings with the General Counsel’s office, as well as Flight Standards and Rulemaking, to try to provide alternatives that are better than PBR-2.

Joe Ortega said that the AMA passed a policy last summer that states “The AMA will 1) oppose efforts to substitute the 3rd Class Medical Certificate with a driver’s license and 2) write a letter encouraging the FAA to retain the 3rd Class Medical Certification process.” That is less than a year old. Joe said he didn’t know if FAA ever received a letter from the AMA on this topic.

The AMA has an active office in DC that lobbies Congress all the time. They would have some idea about how to address a resolution that has something to do with aviation safety to the right places. Joe Ortega said he wants to figure out how to bring AMA’s resources to bear against Congress. He thinks that the resolution that was passed during the previous meeting could be reaffirmed. Joe Ortega said he could contact the AMA president.

Phil Scarpa said he is going to modify the original letter, based on changes between PBR-1 and PBR-2 and send it to the GA Caucus. They will see if they can pull in other organizations to see if they want to sign on. The letter will be sent to the GA Caucus and any additional members of the committees and subcommittees that have something to do with Aviation, if there are any.

Phil Scarpa said we can provide some input to Congress. Phil said he would modify the previous position letter to address concerns about changes in the new version of the bill. We will inform AMA and ACPM so they can sign onto the letter if they want to. We need this right away. Phil will draft a version of the letter for ExComm to review. He is are going to task the Aerospace Safety, ATM, and Human Performance Committees to review the draft letter after it has been reviewed by ExComm. Jeff Sventek said he thought this letter should be shorter, with sharper impact, than the previous letter. Jeff said he would pull up PBR-1 and PBR-2 and will highlight the differences between the two, then will send the comparison to ExComm and the Committee chairs. He suggested that the review and new draft should be completed by the end of March.

Phil Scarpa said he thinks we are in agreement. He thinks this is one of the most important things on our agenda. This is within our scope. No one else can do it better. So we’ll get this rolling and see if we can make a difference.

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

David Gradwell reviewed the report on the international Activities Committee that was in the Meeting Book. He thanked Yael Barr, Deputy Chair of the Committee.

• International member discount (Barr)

It was one of the President’s initiatives to find a way to acknowledging the extra costs that international attendees have when traveling to our meetings in the US. An International Member Discount for registration was proposed. Phil Scarpa also asked the IAC to consult with the Finance Committee on the effects on the AsMA budget of providing such a discount to international attendees. Joe Ortega said that from the perspective of the Finance Committee, the financial impact is small to the Association. Joe said he thought the major problem was how to administer the program – how do you select the people to whom it applies? The extra administrative burden on the people who handle it is considerable. So the indirect costs to the Association are probably more significant than the direct costs. As a result, the Finance Committee recommended not to do it. If the IAC can recommend how to easily enact the decision, that could reduce the indirect costs.

Kris Belland said that Joe’s analysis was good. We would pay more to register an international than to register someone getting MOC. The internationals actually get a 20% discount. Yael Barr recommended comparing costs for non-physicians. David Gradwell asked how many non-US attendees are physicians? Jeff Sventek said that most are doctors but he didn’t know the numbers. David said that he thought Phil’s proposal was to give a positive gesture for reinforcement for getting international participation in the meeting. David Gradwell said that he believes this is right as one way to grow the organization is by attracting more international participation. If it is an affordable discount, is it a sufficient incentive to attend? Is $50 off $2K enough?

Joe Ortega said that Jim DeVoll provided a report in which he analyzed the costs of domestic vs international travel. Jim said perhaps there are other pieces that could make a bigger difference. Yael Barr said they were seeking to offer a very modest discount so they can say we’re making an effort. It’s not that the amount of the discount will make someone want to attend, but it’s more for them to feel that we appreciate their effort. David Gradwell said he wondered if there are other things we can do.

Roland Vermeiren said that international members having access to US per diem rates at hotels is important because that makes more of a difference. David Gradwell said that providing a discount to US military and government employees that others did not get sent a negative message. If AsMA wants to make a gesture to those coming internationally to the meeting, could we do something instead to make people want to come that was administratively easy and did not make an additional distinction between them and domestic attendees. We currently have one event, the reception on Tuesday evening, that targets international members. That event is something you pay for and the level of sponsorship from ETC has been $5,000 each year. Would ExComm like to add a contribution to enhance the reception? David said that that reception is one where AsMA leaders could introduce themselves to the international attendees. That would produce no Home Office burden.

Jeff Sventek said that in past years, the International reception has been physically separated from the Fellows/Associate Fellows reception, which is on the same evening. Tickets for the two events were different in price. The International reception had a cost ($20) much lower than the cost of the Fellows/Associate Fellows reception. Jeff said he talked with ETC and the Fellows Group and they agreed. We’re going to combine the events in the same room. ETC will graciously continue to provide $5000 to sponsor the combined reception but tickets will cost $45 to attend both. Jeff said he will get feedback after the meeting in May about how well the combined reception is received. This has been an issue ever since Jeff has been ED – you’ve got Past Presidents like Mike Bagshaw who say we shouldn’t make a distinction between US/non-US members. Others feel strongly that if you are traveling from outside the US, we need to do something to show appreciation for that. There’s a tension that is difficult to know how to ease.

Phil Scarpa said that a registration discount isn’t going to break the bank but is it going to do anything? The Finance Committee report was a reasonable assessment. Joe Ortega said he knew the administrative burden was real. Phil said that since the report came out, he had discussed other ways of improving value for international members. He likes the idea of seeking an airline discount. Joe Ortega said you could give a free ticket for the international reception for international travelers. If you show a boarding pass for an international flight, you could get a $45 ticket for the International reception for free. This would be done at registration. If you want to reduce the administrative burden, you have to reduce the price for everyone. David Gradwell said that you could split it and reduce the price by $20. AsMA could live with that and it’s a gesture.

Phil Scarpa said his initial feeling was that we wanted to have that gesture. We talked about this before. Membership is the most important income. Membership is important to build because if we get too small, then we’re not the leading authority anymore and we don’t represent the world anymore. We have to think about this being seed money for membership. He doesn’t know what the ROI is.

Phil Scarpa has been thinking about a few other things. He wants to pursue an airline discount – if we can get a 10-20% discount on airfare, that’s a major impact on the cost for a non-US member. Maybe we could give more to less – maybe just give the registration discount to international students, where you get more bang for the buck and you turn them on to Aerospace Medicine.

Yael Barr said AsMA used to have an agreement with one airline for a discount years ago. Jeff Sventek said it depends on the city. We couldn’t do it this year because Orlando isn’t a hub. Yael said she looked up what other conferences do. For example, the American College of Physicians has an agreement with United and Delta. But Delta only has discounts within the US. United has a discount code but it doesn’t say how much the discount is. When she went to the United web site, it appears to be only a 2-3% discount. It’s actually less the further you travel. Jeff said he can see what other Associations do.

Volker Damann asked if we really have a problem. There’s a lot of talk but do we have proof that international participants are looking for a reduction of the price or is it more making things as easy as possible. Phil Scarpa attended several Affiliate meetings and the International Activities Committee meeting. He said he had also been approached about the need to see more value because members are having difficulty justifying attending the meeting with their employers when other regional groups are available at a lower cost. Phil said it’s his market survey from people approaching him as the President to see if he could do something this year. He had a sense that there are people out there who would like to come to our meeting and don’t see a reason to justify the cost and maybe that we don’t care. Phil said that he doesn’t want to break the bank but he wants to make a gesture that we’re working on it. The reception sounds like a great idea. And a discount on registration for students would be great.

Yael Barr said she doesn’t know if an airline could offer a 20% discount, but perhaps the hotel could offer a 20% discount for those who show an international ticket. Jeff said that yes, they could after 2020. Have contracts now and won’t make any changes to those. Yael said that maybe we could put that into the contract in the future. Jeff said that when you push out the request for proposals to different cities, you get fewer and fewer proposals. Requiring per diem reduced the number of proposals and now providing a discount is likely to reduce them even more. Alex Garbino said that making a gesture is nice. Rolling the international reception into Fellows/Associate Fellows reception is good because it allows attending 2 receptions at once. But you could allow international members in for free. Jeff noted that the badge shows the country in the upper left corner. If it says USA, you can show your reception ticket. Other than US get in for free. That is great as a gesture at AsMA.

If we’re talking about growing AsMA by reaching out internationally, I don’t think we’re going to do it at AsMA. We’re going to have to pull these people from different locations. The way to do that, it’s best to do it with students. Once they have jobs, they can usually pay. If you ask the question the other way, how many internationals are not coming because we’re not subsidizing their travel, most people who want to come will find a way to make it there. The ones for whom it makes a different are likely to be students. They have an interest that could work out but they may never attend. The best way to do that is to offer international scholarships. We may only have 1 this year, but if you can grow it to 5, that would attract more students who would continue to be interested later. And from the professional side, getting the AsMA word out there is done by having more AsMA members attend international conferences. Getting more of the AsMA leadership out to international meetings would help.

Phil Scarpa said we’re not going to solve this problem by giving a discount. But it’s a piece of it. We need to give increased value and us going there. But this gesture has a potential for huge impact with small investment. Kris Belland said that the chances of doing something to impact this conference are low. Kris said he thinks Volker’s statement was important – do we really have a problem? Perhaps the International Activities Committee could go out to members who live outside the US with Survey Monkey and ask what options might be important to them, including some of those discussed today. What would encourage you to come. Phil Scarpa noted that you would be addressing this to members. Part of the purpose is to recruit new members.

Yael Barr said she thinks we’re mixing 2 initiatives—recruiting more members from the international community and giving a benefit to those who are already members who are already attending. Volker Damann said there’s another issue–when he looks at the struggle he has justifying attending the AsMA meeting with his upper management, he needs to have a something that benefits his employer and not himself. Yael said that this discount was supposed to go to self-funding so the organization doesn’t pay for them. Volker said that you have all the administrative overhead – who is self-funded, who is organizationally funded? David Gradwell suggested that, as Phil suggests, we want to provide a tangible benefit that international members, especially those who are self-funded, feels that the organization appreciates them. (That includes having the band at the opening ceremony play something other than US military music.) But we should put the suggestions back to the IAC and ask them to look at what evidence there is of things that would pull their students to AsMA meetings. Joe Ortega recommended asking the Registration Committee to administer an on-site registration questionnaire. We may not be able to do anything by May but we might be able to collect some information that could be used in the future. We could ask questions about who self-funded. Yael said that question could be provided on the registration form. If you are self-funded, you could refrain from taking the discount and donate the difference back to AsMA. Data collection could help justify costs.

Volker Damann said that if he could take a student with him to the meeting, and AsMA waived a fee, then the difference would go back to the organization, not person. But he could use it to support someone by bringing them to the meeting. Jeff Sventek said he doesn’t think there is a problem. But every year, Jeff gets calls from non-US students asking if he can do anything to help them reduce the costs for them to come to the meeting. Jeff said he always waives the $100 student registration fee. Jeff said he would suggest that AsMA should waive the registration fee for those registering as students outside the US. If we need to do that as well for Residents outside the US, we could cut their registration fee in half. That won’t break the bank, it’s pretty simple to administer, and Jeff thinks it would have a semi-positive reception. Jeff said, in response to a question from Alex Garbino, that he gives probably 2-3 registration waivers per year. How many foreign students are paying $100? Jeff said he didn’t know-he didn’t think it was anywhere near 100. We barely get 100 students.

Alex Garbino said he agreed with everything that Jeff said except the part about not plastering the offer on the web site. He thinks it should just not include RAMs initially. Jeff Sventek said he can’t do this year. They can put a check box on the Registration form. David Gradwell said but you can take phone calls. Alex said that it would only cost about $3000 for the 30 students likely to attend this year. But we may get a lot that would not have come otherwise.

David Gradwell proposed that the ED investigate making international student registration free in their 1st year. Yael Barr said it would be good if we could add an airline or hotel discount. David recommended doing one thing at a time.

**Alex Garbino moved that the ED waive the registration fee for all non-US students. The motion passed unanimously.**

• Develop list of relevant conferences for the AsMA website

Jeff Sventek said this exists on the AsMA web site. David Gradwell said he didn’t think enough people were aware of that. Phil Scarpa said that a related idea was to post international meetings on the slides presented at the Opening Ceremonies. Jeff Sventek said he was trying to cut things out of the Opening Ceremonies slideshow. Phil Scarpa asked if we really want to show the list of deceased members at Opening Ceremonies. It was decided to pull that list from the Opening Ceremonies and put it in the Business Meeting.

David Gradwell said that during the Opening Ceremonies, we should put in the PowerPoint presentation a list of forthcoming Aerospace medical meetings of interest to our attendees. If you look on the web site for September 2015, the ICASM meeting is not there. Jeff Sventek said that updates should be made through Rachel Trigg, [RTrigg@asma.org](mailto:RTrigg@asma.org).

David Gradwell brought up a slightly related topic – teaching opportunities in Aerospace Medicine don’t seem to appear on the AsMA website. Other organizations should contact the Home Office but the more information we can provide as a service to members, the better.

Yael Barr said AsMA has quite a comprehensive listing, but if it would be helpful, then she could put out a call to members of the International Activities Committee to provide information. Jeff Sventek said it would be very helpful. Yael should collect and collate the information, then send it to Rachel.

Jeff confirmed that David Gradwell intended to include the information about all meetings, not just international meetings, in the slides presented by the President, not the slideshow that runs as people enter the Opening Ceremonies.

• Training in Aerospace Medicine working group

The meeting of the Training in Aerospace Medicine working group will be held on Thursday morning. This will be the 2nd meeting. The meeting is about training in the specialty of Aerospace Medicine. This isn’t just AMEs, this is who are doing whole career training. It was a successful meeting last year. The result of the meeting, was that Dave Salisbury and Tracy Smart put a panel together, which was approved for presentation at the meeting in May. David Gradwell said he received an email from the UK GMC containing the second round of questions about Aviation Medicine/Space Training. He requested that Phil Scarpa write a letter of support, saying we, as an Association, recognize that there is a considerable international drive for this and we recognize the success that has been made in Australia and Canada and we look to the UK to follow their model. Phil Scarpa said David should draft a letter and he would sign it. David Gradwell also mentioned to Phil Scarpa that he could draft a letter to the AMA regarding the need for Aerospace Medicine training for doctors if they are responsible for the status of pilot health under PBR-2.

• Possible name change of International Activities Committee

David Gradwell said he has concerns about the use of the term International Activities Committee. It’s not that the activities are international, it’s how to bring international representation into all AsMA activities. That doesn’t come through from the way the Committee is named.

Yael Barr said that one of the names suggested was Global Liaison and Outreach Committee (G-LOC) or we could just call it the International Committee. Yael said before she knew anything about the Committee, she thought the purpose was to organize activities at the meetings for internationals to attend. David said that it is a liaison. It also emphasizes the global component of AsMA. It means that the membership of that committee becomes internationalized, including US members. David proposed to ask the Committee to look at rebranding itself. What comes with that is to look at their terms of reference. Phil Scarpa and Kris Belland wanted to know how David wanted to deal with the situation. Should ExComm vote now to change the name? Yael Barr said she wasn’t sure what the correct process was. David and Yael thought it would be best to allow the group to make the decision. Jeff Sventek said it needs to go through the August ExComm with recommendation for a change to the Bylaws and P&P manual.

David Gradwell said that he expected our role today to ask Yael to put it on the agenda for the IAC meeting in May. Valerie Martindale asked if there would also be an adjustment to the Bylaws language for the responsibilities of that Committee. Phil said that David assigned an action to the IAC to reconsider its role and name.

• Update on International Surgeon Generals meeting at AsMA Meeting

Jim Webb held a meeting of Surgeon Generals in 2014. We discussed this in previous ExComm meetings. General Tom Travis was willing to help. The response was modest. The IAC discussed during their meeting how to take this forward. There is an international activity addressing different air forces occurring on Sunday anyway. There is an F35/Joint Strikefighters user meeting taking place on Sunday. That meeting is by invitation only. That invitation list is going out to different countries, most of whom are intending to purchase the aircraft. David Gradwell attempted to contact Tom Travis but hasn’t had any feedback. David said he thinks this is difficult going forward. It was a commitment on AsMA and a commitment for Tom. His recommendation is not taking it forward for the 2015 meeting. Phil Scarpa said he wanted to explore to see if we wanted to continue it or not. It sounds like a unique thing happened last year with Tom. David said that the point about trying to establish linkages is important. Going back to the International Reception, as many ExComm members as possible should attend. Phil Scarpa said that he wants to be sure to get the message out that AsMA is the place to have your meeting if you’re coming from around the world. David said that once people start to feel that coming to this meeting is not only for first class science, but also the means by which you make that network work.

Joe Ortega said the title of that F-35 group is Aeromedical Community of Interest (ACOI) run by Col (Dr) Bill Nelson for the USAF Surgeon General. That group is almost a formal part of whole joint program office for the F35 program. This is the 2nd year in a row that’s happening. Joe said he wasn’t sure that the Surgeon Generals meeting isn’t the same as this. David Gradwell said the relationship between the meetings is confusing because Surgeon General means different things to different countries. In this country, there is a different Surgeon General for each of the three services. But that’s rare. Usually one covers all 3 services. David Gradwell said that the previous chair of the IAC, Tracy Smart, is being promoted to a 2 star Surgeon General in the Australian Defense Force. Kris Belland recommended not having the Surgeon Generals meeting any more. Roland Vermeiren said they would try to do in Oslo is to try get in contact with the European Surgeon General and then bridge from there to AsMA.

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

• Proposed Resolutions, Resolution 2014-01 & Resolution 2014-02

Roland Vermeiren reported on the status of the two resolutions being considered this year. Jeff Sventek said that, depending on whether the Resolutions Committee incorporates significant changes from the comments in the resolutions, they may need to go out for another 60-day comment period. It isn’t clear whether that comment period can be completed before the May meeting. If not, they will be considered in November, 2015. Phil Scarpa said that the key is whether SMA approves of the change.

Joe Ortega said that the 2nd resolution is perfect for a grant from someplace like NIH. The FAA isn’t going to build and maintain a database for space flight participants. FAA is interested in transportation. Maybe CAMI would do it. But if we wrote a proposal to build and maintain a database of all spaceflight participants, and matched it against the longitudinal study of astronaut health database, that would be a perfect grant proposal. Include funds to hire a staff to run the database at AsMA HQ. It becomes that person’s job to program and hold that database together with the grant.

Phil Scarpa said that one of the comments about the database was to expand it beyond the FAA. Part of the issue is that there are activities going on around the world. Why would you want to limit it to the US? But who would own it? Eilis Boudreau –the person who is most likely to own it is the person to go to. Writing a grant should target it to a group that is likely to be convinced that they should have ownership of it. Phil Scarpa says the FAA does most of the activities. They’re generating the data. They’re just asking to put it in a database so it can be retrievable and we can learn from it. We don’t need to own it but we would like to link to it. FAA is the first step. If it does go beyond our borders, someone will have to do the other pieces. It could be nice to have someone take the various datasets and merge them. Eilis Boudreau asked what about the World Health Organization? They are taking on a lot of ownership that relate to human health. There might be some long-term advantages of getting something like this on their radar screen. Thinking 10-20 years from now, having something like this present might be an advantage. Roland Vermeiren said that the WHO is the public health organization of different nations. Eilis Boudreau said you’d have to make a broader case that it represents a bigger interest. You’d be surprised at some of the things they’re working on. Roland Vermeiren said ICAO might be interested in doing something like this. Phil Scarpa said that’s something that can be discussed.

• Policy Compendium Review Update

Roland Vermeiren said that the Policy Compendium is finished now. Jeff Sventek confirmed. Roland had two questions: The problem is not the product of the ad hoc committee. It is how to do the review. Roland said he had been discussing with Chuck how to do it the next time. If we wait too long, we will have the same problem as this time. If you do it too often, don’t underestimate the amount of work required. We might want to make it a standing task to be conducted every 3 years.

Phil Scarpa said we have never reviewed the compendium before. So it required a great deal of work. Continuing from that completion on, we need to make sure that any resolution, any paper, any product of a Committee is congruent with our Compendium. There will probably not be a lot of work in future reviews. But looking it over every 3-5 years may be a good thing to do. Roland said that Chuck DeJohn wants to avoid doing again the process they just went through. Probably the start of the next exercise would be to write to all the authors who are still there to ask them if they think the material is out of date.

Kris Belland said it could be as simple as a P&P manual change. Every 3-5 years, the Resolutions Committee will review the Compendium. Roland asked if it should be changed from an ad hoc committee to a subcommittee of Communications. Kris said it could be put under an existing committee, however they want to do it. Roland said if you don’t house it, it will be a free-running chicken.

• AsMA Medical Guidelines Update (Sventek)

Jeff Sventek reported that they have posted a lot of the updates. They are going through peer review now. You will start to see some of them published as a special part of the journal in the near future. Martin Hudson, who is leading the effort, called for a special meeting of the working group in May. Some members have decided what is or is not acceptable to be printed and posted. Martin wants to bring everybody back together and say that this is a team effort. We’re going to put all of this together and work this through as a team. It’s lost its focus now. Included in the meeting will be what to retain, what is not covered, how to move forward. Jeff said he made a recommendation to the working group to ask various residency/aeromedical programs that have people studying Aerospace Medicine activities in these areas to go through on an annual basis and determine whether the sections are current or need to be updated. Al Parmet’s group has a list of residencies. Jeff said they haven’t posted any more sections – they have some drafts. Martin Hudson wants to have this meeting first.

Roland Vermeiren said we should not forget that we had a little bit of an aborted meeting in San Diego because of some problems with timing and localization. So the meeting didn’t take place. Jeff said we didn’t want to do it inside the ATM meeting because there’s so much else going on. In response to a question, Jeff said it’s an Ad hoc working group.

• Ad Hoc Committee on Social Media activities

Roland Vermeiren said he did not receive a report from Dan Buckland. But he doesn’t need a report because it is a thing that lives on itself. Should we continue to call it an ad hoc Committee? Should it be put under the webmaster? Phil Scarpa said his initial thought was to form it and have the Committee create what it did this year. It’s up to the next President if he wants to continue. Phil recommended that it fall under Communications, maybe as a subcommittee.

**Kris Belland moved that the Social Media ad hoc Committee become the Social Media Committee. Jeff Sventek asked if Kris wanted it to be a committee or a subcommittee under Communications. Jeff said he didn’t want any more standing committees. Alex Garbino made a friendly amendment to make the Social Media ad hoc committee a subcommittee under the Communications Committee. Kris Belland accepted the Friendly Amendment. The motion to modify the wording of the original motion passed unanimously.**

**The vote on the amended motion was then considered. During the discussion, Eilis Boudreau said it would be great to involve AMSRO – it would allow them to have ownership of a committee. Alex Garbino said the chair should reach out to AMSRO. That may not need to be incorporated in the motion. The amended motion passed unanimously.**

• Increase opportunity to explain Constituent & Affiliated organizations’ activities

Jeff Sventek discussed the opportunity for Affiliate organizations to have a poster session to explain their organizations. The poster session will be held between 10:00 a.m. – 2:00 p.m. on Wednesday. Jeff said he received replies from 4 Affiliates. Three said yes; one could not do it. Jeff said he received good emails from other groups. They were very pleased to receive the offer. Roland said ESAM would come.

Phil said the UK Space Labs put that statement in their rationale for joining AsMA as an Affiliate. Eilis Boudreau said it would be nice to have the posters either at the Council meeting or in the area of the Council meeting. Jeff said he would prefer not to do that. He thought it would distract from the business of Council. Phil Scarpa said he thought this was the better solution. Roland Vermeiren said he hoped the Affiliates would talk with each other during the session. Then they would feel like a family under the AsMA heading.

• International outreach via social media & visible work with Affiliates

Roland Vermeiren reported on the 5th European Congress on Aerospace Medicine – 2016 in Oslo, Norway. ESAM, AsMA, and NAAM have all agreed to be co-sponsors of the meeting. An MOU was signed between Council and ESAM. Any surpluses or losses will be divided between the 3 organizations. A contract was signed between the 3 partners and the Holmenkollen Park Hotel to hire the entire hotel between Sept 15-18, 2016. Right now, they expect the hotel to be used by 300 people. However, they can reduce 100% up to 6 months before, 50% up to 3 months before, and 25% up to 1 month before the meeting. The conditions are very good and very flexible.

Phil Scarpa asked if Roland thought US Aerospace folks in Europe will attend the meeting? Roland said that’s what they hoped. It will be possible to earn CME Credits. The conference will cost about 60€/day registration and the dinner will cost about 60€/day. The entire meeting will cost about 250€, about $300 for the whole thing, including coffee breaks, lunch, and dinner. Alcohol is paid for separately.

They need the name of the conference urgently so they can print flyers and develop publicity. They will have an exhibit at the AsMA meeting. The name will probably be the 5th ECAM Meeting – Pushing the Limits Together. They are also considering adding First Regional AsMA Scientific Meeting and 5th or 6th NAMA meeting, so all partners can be listed. Roland said he can use this opportunity to attempt to locate the Surgeon Generals in Europe. Other meetings will be held concurrently. Phil Scarpa said they will need to mint a lot more coins. Roland is trying to get the FAA AME Refresher Course to be held on the days before the meeting. There may be an opportunity to have exhibits there.

AsMA representatives on the Organizing Committee are Andy Bellenkes and Roland Vermeiren. AsMA representatives on the Scientific Program Committee are Jeff Sventek, Mike Bagshaw, and Hans Pongratz.

Arrival at the location will be on Thursday. They are trying to determine whether Opening Ceremonies can be held outdoors around the ski jump. The meeting will be held on Thursday, Friday, and Saturday morning. Smaller meetings will be held on Saturday afternoon. Tours will be held. Oslo is very different. It is hip, safe. To get a certification of completion, you have to take the zip line.

Roland Vermeiren said he gave Jeff the signed MOU – each partner has an original. He also provided information to allow contact with the hotel. Jeff Sventek said Roland has done a fantastic job representing us in Europe. They approached Andy Bellenkes, who served as our representative to ESAM for several years. Hans Pongratz is the ESAM representative to AsMA. Those two have been engaged in this. Jeff said he wants this to be a success so we can work with our ESAM friends every 2 years. Phil Scarpa asked about scheduling this event every 2 years around ICASM European meetings. Roland said they deliberately scheduled it this way to avoid losing people who can’t travel farther than Europe. The Congress will be held in India in 2016, Rome in 2017, and in the Far East in 2018. Roland Vermeiren said he thinks this is the chance for AsMA to brand itself in Europe.

The next joint meeting with ESAM will be a lunch in Orlando on Thursday Orlando. AsMA will sponsor the event.

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

Roland asked if AsMA members know they can participate on Committees. Jeff said he announces the availability of Committees every year at Opening Ceremonies. He can also put an application form on the web site. Jeff Sventek said he would put it on the web if he is provided with the information.

Valerie Martindale said if we had a new member reception, it would be a good opportunity to explain to new members what the committees are and how you can join quite easily. David Gradwell said they should be discussed in the International reception as well. Part of the diversity in ExComm came from participation of different types of members on committees. Roland Vermeiren said that the President could say something about that at the Welcome Reception. Jeff Sventek said we won’t have audio at the Welcome Reception in Orlando.

Phil Scarpa said that he mentioned committee involvement in his President’s page article with a link to the web site. But Phil thought there was going to be something on the new application about applicant interests. If they indicated an interest in a committee, they could be provided with the link to the web page that describes the committees.

Jeff Sventek said that the Affiliate posters will be shown on Wednesday. If we still have the room on Thursday, we could offer the room to the Committees to do a poster session from 10:00 – 2:00 on Thursday. If a representative from each Committee were present, then people could talk with them. Phil Scarpa said that he wanted anyone on the consent agenda to have a poster. The Constituents could also have a poster at the same time – AsMA day. Roland Vermeiren said talking with committee members would be a good way to learn what committees do. Jeff Sventek said he thinks Thursday is a great day to do this. The poster room holds up to 40 posters. Jeff’s preference would be to have Affiliate posters on Wednesday and Committee and Constituent posters on Thursday, but he has to check on the availability of the room on Thursday.

Joe Ortega said the Committee chairs need to have a member there to talk with people who come by. If they choose to participate, the Committees will need to develop a poster that explains what they do.

Kris Belland said the VPs will want to email their Committee Chairs about the session. Jeff Sventek said he will prepare an invitation and send it to the ExComm. Yael Barr asked if AsMA could pay for a poster. Jeff Sventek said he would have to check on how much it is likely to cost.

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

• Membership CME Survey (Boudreau)

Eilis Boudreau said that she sent the CME survey to Jeff 2 weeks ago. Jeff Sventek said that it went out about 2 weeks ago in a blast email. Responses around the table indicated that some people didn’t get it. Jeff said the blast emails come from a contractor called Vertical Response. If you are using your work email, some firewalls filter out as spam those types of communications. Phil Scarpa said we can put on the web that we sent out a survey and if you didn’t get it, we can send out a link that they can click on to get to it. Yael Barr asked if it can be included on the post-meeting survey. Jeff Sventek said he could do that. He’ll put a message on the public side about the survey and encourage people to log into the Members Only side to access a link. Jeff said he is even more frustrated now because they count on people to put their accurate email address in their member information so he knows he can get information to them. If your email address is blocking this kind of communication, you need to change the email address. But people may not be aware that the email was blocked. Eilis said she would work with Jeff on how to fix this.

• Perform research gap analysis in aerospace medical and human performance fields

Eilis Boudreau said that a common theme through all of these is a research gap analysis in Aerospace Medicine and human performance fields. This has been talked about a lot. Yvette initiated an effort, more than 12 years ago, in the Corporate and Sustaining to identify areas the Corporates can support. Eilis said she did some work with some Information Management people at her institution. There is a new name for this effort, evidence mapping. It captures what we are trying to do. “An evidence map is an overview of a broad research field that describes the volume, nature, and characteristics of research in that field. Evidence maps can indicate research links, gaps, and strengths in a broad clinical context while systematic reviews focus on a single clinical question. Maps complement systematic reviews by engaging stakeholders to identify and prioritize questions that may be informed by research evidence, highlight the applicability of research evidence to different populations and contexts, and identify important gaps.” Eilis said she got a sense of what it would it take to begin doing some of these evidence maps. What is the benefit to the Association is it gives us a survey of what we’re doing – not only where the gaps are, but you can prioritize these gaps. There may be gaps that you don’t think are a priority issue but there may be huge gaps. This is really important for stimulating research. When you’re writing grants, everything is getting very competitive. If you can point to a document in the field that says the experts in this field have identified this as a high priority gap, your funding significance goes up. By doing a research gap analysis, we’ve done a service to the field. It inspires research, it’s useful for more junior members that are trying to get a context for what’s high impact research in the field, so it’s really important. It’s also a way to engage people outside the field in the area. So there are a lot of intangible benefits.

It’s important to bite off a manageable chunk to work with. It’s important to identify a group of experts in advance to comprise a committee. They recommend that you need a minimum of a year from start to finish. You don’t need to work on it full time but it requires iterations. So it usually requires an information management specialist, formerly known as a librarian. These people are really good at doing a systematic review.

Eilis said she thinks we need to start with a manageable evidence map to use as a prototype. Eilis said there’s already an Aerospace Neurology group that meets quarterly. What she proposes doing is using that as a prototype – it’s her field. Between now and the May meeting, she will develop a 2-3 page proposal. She would like to first shop it around to the Foundation with a budget – by April or May? She would use this as a guide for how to do evidence maps that we can model future evidence maps on. The end goal is to try to stick with a 1 year time frame, then publish it in the Journal.

Eilis said she explained to the information management specialist that this is a field where there are things that are not in the mainstream literature. She said there are ways of doing that too. Phil Scarpa said he was excited about it. He wants to be the authority that Aerospace Medicine folks turn to. Phil said he thinks that one of the gaps we have is that we don’t have a gap analysis. Every major researcher at NASA has to refer to how your research fits into the roadmap.

In the CATO study, you get everyone’s opinion. You need to have that formal process. I think you hit it perfectly. But it’s not a one-shot deal. But we could start small. We could do it over 10 years and update it as we go. Eilis said this will help with the gap analysis we’re required to do for CME. The idea is to have a continuous process. You can’t do a continuous gap analysis with all volunteers – you need at least 1 paid person. That would be the information person that keeps everyone on task and on scope. If we can show that we have this map and can do it, then there are other places we can go to for funding. One of the big funders of this is the VA. There are topics that we touch on that people do in this field that we may be able to sell to the VA for funding. We have to be able to prove that we can already do this. We need to do something and need to do it quickly. That is why we need a timeframe where we at least have a proposal for something so we can start this process. Phil Scarpa asked if she could do this by May. Eilis said she writes grants all the time. Maybe a 3-page document that says here’s what we want to do, here’s the budget, and I want to be able to shop it around in person to the Foundation. Phil asked if she could have it by April. Eilis said she would try. Jeff asked if Eilis would like to go to the Foundation Board meeting. Eilis said she would love to. Phil said if we have a proposal, then we can email it to them, get feedback – that’s the April part, and talk with them in May – we’ll see if they’re interested in funding it. It’s right up their alley. Eilis said this would have a tangible impact. Roland Vermeiren asked if the FAA plays a role in this kind of gap analysis. Eilis said the document provided by the IM specialist was a list of FAA publications.

• Provide public information on relevant science and research on the AsMA website (to pilots, CSF,

researchers, Aviation Safety, etc)

Eilis Boudreau said that a number of different stakeholders are listed. We talked about the Medical Guidelines. When we looked at the web site, we talked about ways to raise the visibility. There is a tab that says Public on it. Having the updated guidelines and links to them is important. The next one was for pilots. That’s difficult to crack.

Phil Scarpa said that there’s one part of public information that could be served and that’s commercial space flight. In all of these, we don’t have to reinvent the wheel. The information is already out there. What I want to do is either link to it or post it. When people think of these things, they turn to AsMA’s web site. Space Medicine has a lot of guidance on what to expect when you fly in a commercial vehicle, etc. It may be as simple as relinking. For pilots, Phil said he was sure that FAA had a lot of information on their web site that describes some things pilots need to know in the medical field. The Education office provides a lot of other information about training of AMEs. Again, you can link to that information or get the raw materials, if they let us, and keep it in a repository. It doesn’t have to be huge. Eilis Boudreau said that clarifies what they need to do. She can go to people to find out about information. In thinking about the pilot information, how could you link to AOPA for pilot certification information. Is this an opportunity to coordinate with them? Phil Scarpa said we could ask Bob Weien – he does a lot of explaining to pilots about why there are Aeromedical standards, as well as defending them. We could take some of that role. Would that help with AOPA? For future issues, we could explain our stance. Eilis said she was glad that Phil expected something simple because there are costs associated with identifying this information. Jeff Sventek said you have to be careful because anything you repost or link to, we have to get permission from that organization to do so. Jeff said he would be happy to work that as long as he gets a list of things that make sense. Eilis said her plan was to go to the Committees and see what sites they think should be linked.

• Maintain high standards for scientific quality at the annual scientific meeting

One more thing that was a common theme was enhancing the rigor of the presentations. Valerie wrote a document that she sent to Pam. Eilis asked Valerie about her intentions for that document. Valerie said she would like to see a site where they assist people by telling them this is what we’d like to see in an abstract; this is what we’d like to see in a study. Yael said perhaps on the web site where there are instructions for abstracts and presentations, there could be a good example of an abstract and a presentation. Valerie said talking with people is much better than having them look at a website. Eilis said that one thing she talked with Pam about is formatting. If you do a process abstract, the subtitles we have are not applicable. The short answer was we can’t really change that so we have to make the different abstract types fit what we have. An example might be helpful for different abstract types, such as the non-CME track, a process abstract, a scientific abstract, and a case-study abstract. An example could show the core elements for each type and acknowledge that you need to fit this format but here’s how it can be done, so there’s some uniformity. Valerie said you could also provide information about developing the research, such as experimental design and statistics. Jeff Sventek asked if Eilis was told that we couldn’t have different abstract types. Jeff said that’s not exactly the case. Valerie said she had been told to ignore the headings. Jeff said if the experts had 3-4 different abstract designs or headings, he would like to have those. Jeff said they could go to Scholar One and what you would have is a choice at the beginning about the type of presentation to be made and it would take you to the appropriate abstract format for that type of abstract presentation. Valerie said that would be fine as long as there were very few abstract types (maybe 3). If we can do that, then Eilis will talk with Valerie in the next day to identify 3 abstract types. They could then provide good examples of each abstract type. Jeff said that he also recommended that in Atlantic City, a panel should be held on how to develop a good abstract, how to develop a good presentation, how to submit a manuscript for the journal (which is being presented this year). Jeff said if you showed professionals how to get more engaged scientifically within this Association, it would pay huge dividends. Valerie said those presentations should be made on a rotating schedule, every 3 years.

* Extraction of Report on the Aerospace Safety Committee Report

Sue Baker is retiring – next May will be her last meeting. The Aerospace Safety Committee wanted to do something to honor her at her last meeting; either establish an award for best Aviation Safety paper or something like that. They would like our feedback on the idea. Phil Scarpa said if Aerospace Safety feels she is an icon in the field requiring an AsMA award, not an Aerospace Safety award? Eilis Boudreau said that the Aerospace Safety Committee would like to honor her and what is the best way to do it? One of the ideas was to establish an award but it could be a range of things. Kris Belland said he would suggest that she tell them she communicated with us. They are already talking with Jeff Myers. We should tell them they are communicating with the right person. If Jeff thinks it meets the threshold, he can discuss with us about creating another award. We have a lot of awards – it’s not a bad thing. Joe Ortega asked what about a citation or something from the President? Phil said he was trying to think of a way to recognize retirement rather than create a new award. Aerospace Safety would prefer that AsMA give it rather than themselves – they would like to elevate it beyond the Committee. Phil Scarpa said he is open to recognizing her at Honors Night, if he gets enough information and someone gives him a plaque. Phil said he has Presidential awards already. He wouldn’t call this a Presidential award. He has one that is a citation for Stan Mohler. Phil said he wanted to give something to Pam to recognize all the work she’s done on the journal. He has another one for his supervisor at work who has helped review his publications. But maybe Phil can squeeze something else in. He could invite someone up from Aerospace Safety to recognize her. Eilis said she would check back with the Committee and see whether that appealed to them.

Jeff demonstrated things he had acquired to sell to the membership. There was a nice computer bag with a logo. They have also ordered a water bottle with a logo. Everyone who signed up for the Fun Run will receive a water bottle as a gift for participating. They ordered the tan shirts with the colored logo.

Valerie Martindale said her husband thought for several years that the past presidents should have jackets with gold embroidery. They would have to pay for it.

**Saturday, March 7**

The meeting reconvened at 8:32 a.m. on Saturday, March 7.

**Strategic Plan Focus Areas/Initiatives – ED – Meetings (Sventek)**

ExComm will have a 2 hour telecon on Saturday, April 25 from 9:00 – 11:00 a.m. Eastern time.

**Annual Scientific Meeting (Sventek)**

• 2015 Meeting

o Room Pickup: 85% of larger block->100% of early block

The room block is over 85% of our larger block.

o Registration

Jeff Sventek said he checked Registration this morning. It is currently 384, much higher than normal. Right now, 76 adults and 6 children have purchased tickets for the Kennedy Space Center tour. Those on the Executive Committee have a meeting on Friday morning so they cannot attend.

o Welcome Reception Sponsorship

Caesar’s Entertainment Group is sponsoring the Welcome Reception this year. They are providing $15K. We’re adding the income from the $10 ticket charge. We will be in the Exhibit Hall. We looked into doing it outside but the cost was more than $5K just to put the equipment outside. The cost of food is very high. We tried to hold the cost of food down over the past few years. We haven’t raised the price of luncheon or event tickets until this year. But Jeff said he had no choice. AsMA lost money on almost every food event last year. That’s why the ticket prices went up.

o Trumbo 5K: 27

Trumbo fun run - 27 have signed up so far. Colleagues in the Aerospace Physiology Society are supporting this. Dick Trumbo is not doing well. Jeff said he saw Dick at Christmas time. He’s happy but he doesn’t know anyone. Jeff said he doesn’t think they will be at the meeting.

• Deconflict group/committee meetings with Scientific Program sessions

Jeff said that Phil has asked him to deconflict Committee meetings to be timed outside the scientific program sessions. They had looked at moving some of them into Sunday and even Saturday. They also looked at Friday after the meeting. They would have had to go to the hotel to ask for more rooms. Before doing that, Jeff went to the Committee Chairs about the meetings. Jeff said he got the same response he got from the Constituent groups about moving their luncheons to a day besides Monday. The Committee Chairs wanted to keep their meeting times the same. Jeff said he’s not going to force them to change. He told Phil that if people complain to him, get a name. Jeff wants to talk with the people personally. We’ll keep our eye on this. We can probably get another room or two in the morning. Phil Scarpa asked Jeff to encourage committees to meet outside of scientific session times. Jeff Sventek said he was going to continue to push the Monday lunch groups to consider Wednesday or Thursday.

Roland Vermeiren said he discussed the meeting time with the International Activities Committee. Maybe they can meet on Sunday night rather than Tuesday morning. Jeff Sventek said that Sunday meetings won’t be a problem. Phil Scarpa said he knows there are contractual restrictions, but in the future, before these contracts are signed, if we get bigger and this becomes more of an issue, consider adding another day. Jeff Sventek said we will discuss that later.

**NEW BUSINESS**

Jeff Sventek said he needed two more sets of rankings.

• AMSRO Travel Scholarship Recipient ExComm Ranking

• Davis Aerospace Medicine Endowed Scholarship Recipient ExComm Ranking

**Kris Belland moved that Winnard win the AMSRO Award and Brinley win the Davis Award.**

**The award winners were approved unanimously.**

Eilis Boudreau asked to add another item of discussion related to this. She recommended making sure that there is a dedicated international liaison between AMSRO and the International Activities Committee and formalizing that position. Roland Vermeiren said it has to be there every year because this kind of information comes and disappears if you don’t sustain it. David Gradwell has been trying to get the International Activities Committee to meet more often than once during the meeting and give them roles that continue throughout the year.

Eilis Boudreau also suggested highlighting on the advertising an international connection with AMSRO. Students think they’re not invited to anything unless they receive a personal invitation. Jeff Sventek said that if we would like, they can provide a slip of paper with registration materials inviting international students to the AMSRO meeting. Alex Garbino suggested asking the AMSRO President to get a free ticket to the international social evening on Tuesday to encourage them to be there. Eilis suggested that we sponsor an AMSRO international student to go to the reception. Roland Vermeiren asked how you make that known. Phil Scarpa suggested consulting with the AMSRO president before the meeting about what she thinks they should do. David Gradwell suggested that Phil make an announcement about the AMSRO desk during the Opening Ceremonies.

• 2015 AsMA Awards Recipients Awards Committee Report

**ExComm reviewed the Awards Committee report submitted by Jeff Myers. Kris Belland moved to accept the Awards Committee report. Award winners were accepted unanimously by ExComm, with the exception of one abstention.**

Phil Scarpa said that Jeff Myers did a great job. ExComm reviewed the nationality of Awards Committee members.

• Building relationship with UHMS (Sventek)

Jeff Sventek said he received a call from the new ED for the Undersea and Hyperbaric Medical Society (UHMS). He called because he wanted examples of things Jeff had built on the HR side after he became ED. During their discussion they decided that it was time for the two groups to migrate closer to each other. Jeff provided HR insight. As they began talking about CME, they have a person hired specifically for CME. She did such a good job that during their last accreditation cycle, they were reaccredited with Highest Honors and got a 6-year accreditation. They agreed verbally to work together. The ED indicated that AsMA could consult with the UHMS CME expert for their next upcoming reaccreditation. The other option is to eventually allow our CME accreditation to lapse or expire and have our meetings accredited by their CME program under their CME Provider status. Jeff isn’t sure he wants to do that because it reduces our flexibility a little. But he will lean on the new CME expert as offered. Next year we enter into the reaccreditation stage. Kris Belland said he supported going as far as we can with this but the UHMS ED may change again, so codifying it in an agreement, an MOA if you want it to continue in the future. Jeff plans to stop by the UHMS office in the summer to meet with the staff.

• 2017 AsMA-ACOEM meeting overlap in Denver (Sventek)

Jeff Sventek said he received a call from folks at the American College of Occupational and Environmental Medicine (ACOEM). They signed a contract with the Sheraton Hotel in Denver, a week apart – their meeting ends Wednesday, and ours starts on Sunday. We are in discussion about whether we could negotiate with the hotel for a smaller room block at per diem rates for the overlap time between meetings (Wed – Sun) and offer to provide training useful to both organizations. They’re thinking about ACLS, other mandatory ethics training for CME credit and to meet specific requirements that all physicians have to meet. Jeff said he’s open to ideas because this is a unique opportunity. Phil Scarpa said we could extend our workshops. We might attract some people to Aerospace Medicine who are curious about it and vice versa. ACLS wouldn’t be enough – Eilis suggested having human performance training or sleep apnea, fatigue management. There should be several that are broadly applicable. Roland Vermeiren said that one field where regulated Aviation Medicine is not in place is a lot of jobs in Air Traffic Management. Besides ACTOs, you have the Flight Data guys, engineering support staff, which have a safety place in the overall structure but are not regulated by the aviation rules, not by EASA and not by FAA. But they are an integral part of the performance of a center. Jeff Sventek asked if they would come to a meeting. Roland said they are not seen by AMEs but often seen by Occupational Medicine doctors because they work shifts, have to maintain vigilance, so they are under legislation for occupational medicine. Jeff Sventek asked if that could be an aviation-focused occupational medicine track. What about patient safety—that’s everywhere now. ABPM is looking for patient safety requirements to be met. David Gradwell mentioned travel guidelines. Kris Belland mentioned human performance, human systems integration. Phil Scarpa said there’s a big push from Tony Evans about applying preventive medicine during the flight physical. That would be a nice message for the Occ Med. Jeff said he would start making a list. Jeff said he would consult with Eilis during her time as VP for Education and Research. They’re looking at a block of rooms of about ~ 200 per night for the times between meetings. Kris Belland mentioned FAA certification/recertification. Jeff mentioned giving some AME specialty courses. Even though they provide training during our meeting, the refresher or cardiovascular training might be taught. And Ethics and Patient Safety are becoming big time requirements for physicians. Phil Scarpa suggested that we advertise our workshops.

Phil Scarpa asked how this happened. Jeff Sventek said that ACOEM put out a request for proposals for meeting locations and they got a good proposal from the Sheraton Denver. The Sheraton notified them that we were starting on Sunday. The CME person Jeff has worked with called him and said they were looking at this and asked if it would be a problem. Phil Scarpa asked if, instead of falling into this, maybe we should plan for this in the future if it works out this time.

• Future of online CME & MOC for AsMA (Sventek)

Jeff Sventek said MOC is in flux right now. Joe Ortega said that portions of MOC are in flux. The ABMS is highly resistant to changing their brand of board certification as sort of a branding of physicians as knowledgeable and firmly believe that you must maintain your certification.

Eilis Boudreau said that when we think that CME and MOC can’t change any more, a lot of medical board specialties are fighting back. The American Board of Psychiatry and Neurology petitioned to drop certain modules of MOC. Jeff Sventek said Surgery has told them they won’t do MOC anymore. Eilis said there’s a revolt going on. We need to be very careful with this because we don’t want to invest a lot in MOC if it’s going away. This is why you can’t do this yourself anymore. Jeff Sventek said, on the positive side, ACCME has a new ED. We may see changes in the way they do business. Eilis Boudreau said there’s a drive to reduce costs, which will reduce profit margins.

Joe Ortega said the ABIM said they’re going to rethink things. But they didn’t say they’re getting rid of it. They said the way they implemented MOC doesn’t work. Even the ABMS knew that and was trying to make them switch. Eilis Boudreau said there’s a revolt going on in Informatics going on too.

Joe Ortega said the CME portion of MOC, Part 2, is a valid idea. The Part 3 portion, the re-examination, is where Joe said he had seen most of the problems. That doesn’t make sense. That’s the huge moneymaker for most of the boards. Eilis Boudreau said that the revolt isn’t the exams, the revolt is the PIP modules, where you have to review charts. Joe Ortega said that different boards have implemented that differently. Eilis Boudreau said that it’s really shifting in a way she never thought she would see. They are in part rebelling against the time and about the cost. So we have to be careful if we are trying to make money off of MOC. That’s probably not a place right now. Jeff Sventek said he didn’t think Part 2 is all that much. Part 2 is CME – that’s fine. ABPM has tried to make this as painless as possible, at least converting as much CME to MOC as possible. Part 4 is done by ASAMS. Our Part 4 in Aerospace, which is reciprocal to lots of other things, is pretty low threat. The whole part of Part 4 is a performance improvement effort.

Jeff Sventek said the issue is online. We attempted online CME 2 years ago, following the Chicago meeting. It failed miserably. We have captured everything last year in the form of slides and audio. Jeff said he did not produced any online activities from that. We will collect the same thing again this year-slides and audio. We will hold those. The company that does that sells DVDs and online access. Jeff said that his question to this group is where do we go? What does the future of online CME hold for us? It is very costly to build these modules. They will be under great scrutiny by the ACCME when we accredit ourselves again. We started something last year that could potentially be very valuable in the way of online CME and MOC. That was the review modules that were started last year. We will continue them for the second year this year. Jeff asked for guidance this year. He doesn’t want to throw good money after bad. Phil Scarpa asked what was the interest in the online last time. Jeff said it was very small. Alex Garbino said we’ve had the conversation before about the value of face-to-face meetings. Everyone wants a face-to-face meeting. Phil Scarpa said we had the discussion last time that employers are more and more saying that if you can get this credit without going, they won’t pay for you to go. We talked about how in Europe, they made it mandatory to have face-to-face meetings. We aren’t there yet in the US. And we talked about how this might compensate if we get those who weren’t going to go and pay for it then it’s alright to take those risks. Phil said he thought we gravitated toward backing off. Eilis Boudreau said the one thing people will pay for is if they have to sit for an exam as part of their certification or recertification, they will pay for exam questions. Phil Scarpa said that the modules that they need are not necessarily the sessions that we give every year but the modules we create where we are the only place to get, like the kind ASAM is knitting together. We add that value to being members by giving a discount for those. That’s profitable. They don’t necessarily have to be updated like the investment we make in the annual meeting. Yael Barr said that after 3 years you collect an entire series where you could cover all the material. Jeff Sventek asked if it would be valuable to take the review modules that were done last year and burn them to a CD or flash drive, take this year’s modules, build a second DVD, and next year, build the 3rd module and make those available for sale without CME credit to those coming up on recertification for review purposes. Eilis Boudreau asked if you could take it online. Jeff Sventek said he could probably make it available online. He said if we do it without CME credit attached, it’s much easier because we don’t have to jump through the ACCME hoops. But those who come to the meeting not only get the review, but they can claim CME and MOC credit for it. That’s another push to get them to come to the meeting. But then when they sit for the board, they can pull the CD.

Phil Scarpa said we could give them a discount for the CDs if they attended the meeting. Joe Ortega said what you’re paying for is for Jeff to take all those sessions and squeeze them onto one CD where it’s convenient or one place where you can easily get to it. You may have come to 2 of the 3 meetings and even sat through the same things, but now you’re getting ready for the test. It’s a little review course that’s a summation of the stuff that ASAMS put together.

Valerie Martindale said it’s not particularly costly to produce. Joe Ortega said that’s good because we don’t have a lot of people recertifying in MOC every year. We’ve only got 20-25 people a year recertifying in Aerospace, so it’s really hard. Jeff Sventek said he will work towards that end and will work to put the three review sessions from this past year online and on a DVD and will advertise that; the same with this year’s and next year’s sessions. Then I assume that will continue to rotate every year, with a 3-year cycle. Jeff said he thinks he will do it by year, instead of making a 3-year DVD. Eilis Boudreau said that’s worth doing because people will pay for it.

• Patient Safety Module for ABPM (Ortega)

The Board of Preventive Medicine said they needed to have a Patient Safety Module for their diplomates. They’ve got to have one because they require them to have it and they want to give it to their members who already paid to certify. They have to do 1 hour of Patient Safety CME sometime within the first 2 years after graduating from a residency program. They don’t have one—there’s not much out there. We built a Patient Safety module last year – it was strictly for Air Force. It was a pretty good panel. Joe Ortega said he told the Board that if they want to give something to their members, why not pay AsMA to develop it into an online CME for them? It would have the AsMA logo and we could do the same thing the next time. Whatever we put together for our thing, we could just save it, record it, and say here you go, and ABPM would pay to develop it into online CME. It goes with marketing and branding because it would be available to market to other specialties. And it would be available with our logo on it. Jeff Sventek said he would talk with Bill Greaves, the ED for ABPM. Jeff said he would talk with Bill and if Bill wants to go forward with it. We would ask them to cover the costs involved for Jeff to build it into a CME and MOC module like they did with the others and then brand it with our logo. It will be reviewed. Joe Ortega said we should probably put ABPM’s logo on it too. Then put it out on Ingenta and people would probably find it. It would probably generate some revenue, which might be mostly AsMA’s revenue because the Board only wants to provide it free to their members.

Jeff asked if every diplomate has an identifying number with ABPM. Joe Ortega said he was sure they all have some kind of unique identifier. Kris Belland said that it seemed that Eilis Boudreau said she wanted to talk with you about it – that’s good because she’s VP for Education & Research. But perhaps Aerospace Safety could also help develop whatever Patient Safety product you’re trying to make. Phil Scarpa said he wanted Education & Training to look at anything with our name on it. But Patient Safety can be looked at for content. Joe Ortega said this was a panel presented last year – it was peer reviewed by the Scientific Program Committee. Kris said just have it reviewed by Education and Training.

• CAMA Coalition – October 2015 – Ft Worth (Sventek)

Jeff Sventek said that CAMA is developing a coalition. He doesn’t know if we’re going to get to that point on the Medical Class 3 certification process. This could be all OBE by October. If it’s still an issue, it needs to be discussed. They asked for an AsMA representative. We will need to identify an appropriate person that can speak to the AsMA position, who is knowledgeable about the AMA’s position on the insurance and liability issues and has a pretty good background in medical standards required for private pilots.

Phil Scarpa said there are a couple of names floating around – Richard Jennings is one of the names. This cannot be FAA at all. It’s better to have names when they call, if we get to that point. Please send recommendations to Phil Scarpa & Jeff Sventek. Phil said we should table it for now. It will be a commitment and you have to have the background and reputation and you will have to have a cool head because AOPA will probably be part of this. Alex Garbino said you probably want to have 2-3 names. Jeff Sventek said that CAMA will have 2 people, Dr. Rayman and Dr. Hastings.

• SpaceCom Partnership (Sventek) AsMA-SpaceCom Agreement

Jeff Sventek was approached 2 weeks ago about a SpaceCom event that is coming up in Houston in November. SpaceCom is everything – propulsion, equipment, etc. They are looking on the medical side for someone who can represent the human component of this conference. They offered perks for our participation. Jeff said he attached for ExComm’s review the proposed agreement with SpaceCom. Jeff said he didn’t see anything onerous. They gave AsMA an opportunity to have an exhibit booth, and have so many people attend the Conference with complementary passes, etc. Jeff said he thinks it looks like a pretty good deal. Phil Scarpa asked if Jeff thought we would have people who were there represent us or send someone specific. Jeff Sventek said we’re going to have to handpick our delegates. Probably Kris, as President at that time, will pick the delegates. Jeff said he would go to manage the exhibit and try to recruit members. But from the attendee process, whoever this group thinks should attend. This is right outside Johnson Space Center. Joe Ortega said they could drive over from San Antonio.

Jeff Sventek asked if anyone saw any problems. Phil Scarpa said it sounded like they wanted to expand their horizons with a little more input. So it’s like wishful planning. So they’re expanding and now bring me the topics I can talk about that I’ve already advertised. Alex Garbino said there’s another similar organization called Space.com that is holding a different conference. Yael Barr said she could ask around about them when she gets back to the office. Joe Ortega said he wanted to find the stated mission or goal of the conference. Joe said this would be a great place if we want to pull in interested parties who are attending to see cool things. Alex Garbino said they have a business focus - it looks like a trade show, but they’re also partnering with the Houston Airport System because they’re trying to develop Allenton into a spaceport. It’s at the Convention Center downtown. There’s another one in May called Sea, Earth, & Space Exploration and another one of these meetings.

Phil Scarpa said that Center for the Advancement of Science in Space (CASIS) is backing this too. That’s good because that’s the commercial research entity set up by NASA to evaluate the commercial use of ISS. That’s a good backing. Phil said he thinks this is worth supporting. When we have the exhibition on the Mall in DC, we’ll send Jeff to put a table out and talk with people. Jeff Sventek said he was putting the graphic design together for the booth. Phil Scarpa said he didn’t want to give more to the Education and Training Committee but … Joe Ortega said they’re not asking us to speak or present a track. Alex Garbino said they’re asking us for advertising, basically. Yael Barr said it’s a great avenue to promote AsMA. Jeff Sventek said they want us to provide guidance on the topics and major themes. Phil Scarpa said it’s not just sitting there in a booth. So to develop your agenda for the human component, maybe our Space Medicine Association could develop the topic.

Jeff said so you see no problem with signing this. Phil Scarpa said no, he likes Casis. So why not give this to SMA to give us some feedback on this meeting and also to help develop some of the content. Phil said SMA can lead it. Alex Garbino said he will contact them. Kris Belland said he would plan to go. Phil said we didn’t form a Space Medicine Committee but SMA is an ad hoc committee for topics that the President can assign to them.

Jeff Sventek said that, with participation in this, we will start advertising it on the web site and probably in the journal with hopes that some of our members would attend.

• November 2015 Council/SPC Meeting (Sventek)

Jeff said that because it ends just before the November Council and Scientific Program Committee meetings, maybe it’s time for us to hold those mid-year meetings somewhere outside of Alexandria. Jeff said he has two reasons. This meeting is #1. #2 is that it has become so expensive to hold that meeting in Alexandria. We spent $16K for the mid-year meetings last November. Jeff said that even though the hotel said they wanted our business for a long time, when he went back and asked for the same rates, they said they couldn’t give them to him. It will cost much more. Jeff said he has Walt Galanty looking at an alternate location. The 3 cities with the most participation last fall were Dayton, San Antonio, and Houston. Since this meeting is going to be in Houston and it ends just before we would normally hold the mid-year meetings, Jeff suggested holding the mid-year meeting in Houston in November, with hopes that we can draw people from San Antonio and the Houston area for the program review. Carol Manning indicated that there will probably be reduced FAA participation because it will not be possible to visit research program sponsors, which is the primary justification for attending the mid-year meetings. Jeff said that Barry Shender doesn’t want to move the program review out of the area either. Jeff’s response is that the cost is much cheaper in Houston than it is in DC, even including the cost of having the Home Office staff travel to Houston for the meetings. Of the 3 cities considered, Dayton is probably the cheapest from a hotel perspective. Phil Scarpa asked if we could hold the mid-year meeting at the same hotel as the annual meeting. Joe Ortega said that part of the reason for going to Houston is that some of the Home Office staff might already be there for the SpaceCom meeting. So this mid-year meeting is specifically intended to be held in Houston this year. At least we could check out doing it outside of Alexandria. Jeff Sventek said that Houston is probably not much of a problem for international members. David Gradwell verified the statement.

Jeff Sventek said he would do two things. He will have Walt will work out details for the Houston meeting and will look at another hotel in Alexandria /DC area to see if they can find something cheaper. They may have to move outside the beltway, perhaps in the Dulles area. Joe Ortega asked to verify the dates. Nov 17-19, the dates of the SpaceCom event, are Tuesday – Thursday. Jeff said that Council would be held on Friday and the Scientific Program review would be held on Saturday. If we do it after the SpaceCom event, it will be November 20/21. The dates are pretty crazy anyway with holiday travel. Jeff said he would consider different times and will get back in time for the April telecon.

• Medical Guidelines App Proposal (Sventek)

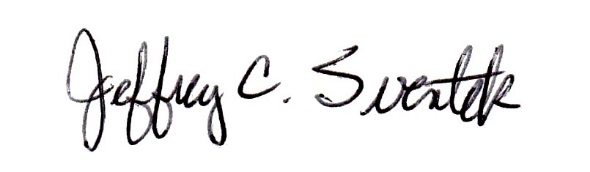
Jeff said he was visited by a company that specializes in developing apps for tablets/smart phones. They actually print guides as well. In response to a snide comment, Jeff pointed out that he built the app for the meeting last year. Jeff said that these guys build apps and pocket guidelines. They build algorithms that you can use. The Medical Guidelines we are posting online could be improved to include checklists and algorithms. These apps will cost about $10K apiece but they have ways to get sponsorship money. Jeff said he is bringing this to ExComm’s attention. He doesn’t think this company really has a great place to play in Aerospace Medicine unless we think it’s OK. Joe Ortega said the Society of Air Force Flight Surgeons publishes a mishap guide and other things that go in your pocket. David Gradwell said there is an iPhone app from the Mayo Clinic -Medicine in Challenging Environments. It’s big. Jeff asked if he should shoo these guys away from the door. Joe Ortega said it might be worth pointing them at the Society of US Air Force Flight Surgeons and Kris Belland recommended the Society of US Naval Flight Surgeons.

Phil Scarpa reviewed action items from the meeting.

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| Actions | Lead & supporting organizations |
| 1. Evaluate change to 501(c)(6) | VP of Governance. Supported by Sventek, Corporate/Sustaining, Finance Committee |
| 1. Scientific Program Committee –standardized guidance | VP for Education & Research. Supported by Education & Training, Scientific Program Committee |
| 1. Meeting on April 25 – telecon | President |
| 1. Invite Peter Lee to identify unofficial rep to Council to represent Corporate Forum | President. Supported by Peter Lee w/ cc to Valerie. Coordinate with Corporate & Sustaining |
| 5. Points of Contact for 2 lists for membership | Lead: President when Valerie provides information |
| 6a. Rewrite & shorten AOPA letter. Send to GA Coalition, Congress, before end of March, | President. Supported by VP for R&A, Aerospace Safety, Human Performance, ATM committees. |
| 6b. Compare bills to identify differences | Sventek |
| 7, Ask band to play international songs | President |
| 8, Waive $100 fee for international students | President |
| 9. Training working group | Thursday |
| 10, Posters for Affiliates | Wednesday |
| 11, Posters for Committees, Constituents | Thursday, if room is available |
| 12. Grant Proposal on evidence mapping to Foundation – ready by April | VP for Ed & Research |
| 13. Seek out FAA/SMA as sources for public/pilot medical information links to post on AsMA web site | VP for Ed & Research. Supported by Education & Training. |
| 14. Socialize name change for IAC. Ready by May | VP International Services/Deputy Chair of IAC |
| 15. Changed Social Media ad hoc committee to subcommittee under Communications Comm. |  |
| 16. Talk with Peter Lee about making luncheon serve purpose of Breakfast & Lunch meeting | VP of Membership Services |
| 17. Update P&P manual to reflect re-review policy compendium every 3 years | VP for Representation & Advocacy |
| 18. Potential workshop topics for ACOM to fill gap between 2 meetings | EXComm, E&T input |
| 19. Prepare DVD for board review sessions | Sventek |
| 20. Convert Air Force Patient Safety module for use in training | Ortega |
| 21a. Collect names for CAMA Coalition for AOPA issue | President |
| 21b. Look at SpaceCom partnership – develop content for meeting | SMA/E&T |
| 22. Look at hotels for November midyear meeting – DC or Houston | Sventek |

Roland Vermeiren said Eilis Boudreau and Alex Garbino would participate on the Scientific Program Committee for the ECAM meeting in Oslo.

The meeting ended at 9:45 a.m. on Saturday, March 7.

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

Secretary Executive Director

