

**Minutes of the**

**Aerospace Medical Association Council**

**November 16, 2011**

**Holiday Inn – Eisenhower Avenue**

**Alexandria, Virginia**

**COUNCIL MEETING**

**AEROSPACE MEDICAL ASSOCIATION**

**WEDNESDAY, NOVEMBER 16, 2011 – 9 AM-5 PM**

**HOLIDAY INN – EISENHOWER AVENUE**

**BALLROOM**

**ALEXANDRIA, VA**

**Attendees:**

**Annicelli, Lance** Associate Fellows Group

**Anzalone, Fanancy** President

**Bachmann, Rick** Member at Large

**Beane, Richard** Member at Large

**Belland, Kris** Society of US Naval Flight Surgeons

**Bonato, Fred** Editor-in-Chief, ASEM

**Brown, Lex** Intl. Assoc. of Military Flt. Surg. Pilots

**Campbell, Mark** VP Education and Research

**Dalitsh, Walter** History and Archives

**Damann, Volker** Space Medicine Association

**Darwood, John** Observer

**Day, Pamela** Managing Editor, ASEM

**De Voll, James** Member at Large

**Debois, Yvette** Corp. and Sust. Membership Comm.

**DeJohn, Chuck** Resolutions Committee

**Dervay, Joe** Communications Committee

**Fisher, Chuck** VP International Services

**Forster, Estrella** Secretary

**Garbino, Alex** AMSRO

**Hardiscay, Gabor** International Activities Comm.

**Heil, J.R.** Membership Committee

**Holland, Dwight** Aerospace Human Factors Association

**Johnson, Robert** Member at Large

**Landsman, Gordon** Airline Medical Directors Association

**Leland, Dick** Corporate and Sustaining Members

**Mapes, Peter** Fellows Group

**Martindale, Valerie** Life Sciences & Biomed. Eng. Branch

**Matarese, Peggy** Council Member at Large

**McKeon, R** Amer. Soc, Aerosp. Med. Specialists

**Merchant, Glenn** President Elect

**Morgan, Tom** Observer

**Musashe, Vince** Aerospace Physiology Society

**Myers, Jeff** Observer

**Northrup, Susan** VP Member Services

**Ortega, Joe** Treasurer

**Orford, Bob** Parliamentarian

**Patterson, Isabel** AIM Meetings & Events

**Ricaurte, Eduard** Aviation Safety Committee

**Robinette, Tim** Society of US Air Force Flight Surgeons

**Saenger Arleen** Scientific Program Committee

**Scarpa, Phil** VP Representation and Advocacy

**Shender, Barry** Science & Technology Committee

**Sides, Marian** Past President

**Sventek, Jeff** Executive Director

**Taylor, Nora** Aerospace Nursing Society

**Trigg, Rachel** Staff

**Vargas, Giselle** Staff

**Webb, Jim** Bylaws Committee

**White, Donald** Human Factors Committee

**Woodson, Justin** Member at Large

1. **Call to Order** **(Anzalone):** TheMeeting was called to order at 9:03 AM by Dr. Fanancy Anzalone, President, who thanked all present for their attendance.
2. **Approval of Council Minutes from May, 2011 (Anzalone).** Moved and seconded; no discussion; approved unanimously w/o abstentions.
3. **Report of Executive Committee** **(Anzalone):**
   1. Dr. Anzalone thanked the Executive Committee for their work over the past six months.
   2. The May 2012 Annual Scientific Meeting would be focused on Travel Medicine in response to feedback provided in post-meeting surveys from the 2011 Anchorage meeting.
   3. Dr. Anzalone announced he had garnered agreements for the Bauer and Armstrong Lecturers:
      1. The Bauer Lecture will be provided by Dr. Phyllis Kozarsky, an expert travel health consultant for CDC′s Travelers Health Branch, whose focus is to promote travelers′ health and to prevent introduction of diseases related to animal importation to the U.S. She is an editor of CDC′s Health Information for the International Traveler, also known as the “Yellow Book.”
      2. Armstrong Lecture will be provided by Dr. Martin Cetron, Director for the Division of Global Migration and Quarantine (DGMQ) at the U.S. Centers for Disease Control and Prevention (CDC). Dr. Ricaurte will lay out some aspects of travel medicine as an introduction. The DGMQ mission is to prevent introduction and spread of infectious diseases in the U.S. and to prevent morbidity and mortality among immigrants, refugees, migrant workers, and international travelers.
   4. Dr. Anzalone also announced an Executive Committee decision to move the Armstrong Lecture from the historical Thursday afternoon time of 2:00 – 3:00 PM to the new Thursday morning time of 8:30 – 9:30 AM. The move from afternoon to morning was made in an effort to improve attendance at the Armstrong Lecture. All committees that normally held their functions during these morning hours of AsMA Thursday were encouraged to discuss re-arrangements with Jeff Sventek and Isabel Patterson (AIM Operations Manager)
4. **GOVERNANCE – MERCHANT**
   1. **AIM Meetings Report on Atlanta Meeting** **(Sventek for Galanty)**
      1. 2012 Annual Scientific Meeting will be held at Hilton Atlanta Hotel, May 13 – 17, 2012
      2. One hotel and meeting area for all functions in 2012
      3. All meeting rooms have been reserved based upon requirements in Anchorage.
      4. Free Wi-Fi was arranged with hotel for all attendees – this was an important goal, ED/Galanty were applauded by all present
      5. Attendees can get to the hotel from the airport via the MARTA (metro transportation)
      6. All encouraged to speak with Isabel Patterson regarding arrangements for meetings in Atlanta
   2. **Membership Report (Sventek):** 
      1. There is a downward trend, mainly a result of Emeritus Members (450-460) of whom several do not attend AsMA, have passed on, or are very difficult to contact. Those contacted were notified of the new $50 fee. Many responses were positive and pleased with the new ability to vote. Today we have ~ 100 paid Emeritus Members. We expect the membership to drop some more as the Emeritus Membership Database is updated.
      2. The 3-year membership roll has also dropped, likely a result of these austere times. Likewise, life-time membership is down, though we have 3 additional this year.
      3. We are holding steady in the 1-year membership
      4. Student membership is being reviewed - working on stratifying it.
   3. **GOV201103-3 Membership Survey Result – Ability for Members to Pay All Dues at One Time via AsMA Website (Sventek)**
      1. Great interest in this initiative. Website requires significant improvement to facilitate the process.
      2. ED will work with website designers and appropriate committees to bring this initiative to a close. **(OPEN – Sventek)**
   4. **IMPak Update (Sventek)**
      1. **Opt out of print journal:** over 100 members have opted out of the print journal. This is less than anticipated. ED will continue to educate the membership on this option and encourage those that do not want a print journal to select this option. **(CLOSED)**
      2. **Photo in membership record:** ED informed Council that members can upload a photo into their membership record now. A few have taken advantage of this option. **(CLOSED)**
      3. **Spouse’s name in record:** Members can enter spouse’s name in their AsMA record. Spouse’s name will not be provided during a member database search unless the member has authorized that name to appear during searches **(CLOSED)**
      4. **IPAD Application/CME tracking:** Medical identification numbers in record: Members can enter AMA Medical Education ID Number, AOA Member Number or AAFP Identification Number into their AsMA record. Need to spread the word regarding this capability. Medical identification numbers will not be provided during a member database search unless the member has authorized the numbers to appear during searches. **(CLOSED)**
      5. **Biography in member record:** A question was raised about the ability to upload a short personal biography or resume into the member record so as to facilitate collaborative and mentorship opportunities. This capability currently does not exist but will be considered for future upgrades of the application or other means. **(CLOSED)**
   5. **Finance Report (Ortega)** *Slides presented*
      1. **AsMA Meeting:** successful; Low Costs.
      2. **Expenses:** Expenses have improved; thanks to ED’s efforts – more services for less money;
      3. **Finances:** AsMA finances are projected to finish 2011 in the black. **(CLOSED)**
      4. **Investments:** Our investment advisor (UBS) has done very well. Results are 6% better than the peer/reference group. Adjustment of registration fees helped. We need to consider future planning for future costs (e.g., higher cost venues).
      5. Drs. Merchant and Ortega were applauded for their achievements
      6. **Proposed 2012 AsMA Budget** *(see attached 2012 budget)*: The Executive Committee approved the proposed budget during the August 2011 Executive Committee meeting. Council offered no discussion and approved it. **(CLOSED)**
      7. **GOV201003-4 Apply for 501(c)(3) IRS Status (Sventek):** ED updated.
         1. Historical background was offered by the ED.
         2. The revised articles of incorporation for Virginia were approved during the Business Meeting on 10 May 2011.
         3. Executive Director and AsMA Legal Counsel completed application with the Commonwealth of Virginia State Corporation Commission to incorporate. Application was approved by the Virginia State Corporation Commission on August 26, 2011. IRS representative called it one of the best applications they have received to date.
         4. Executive Director obtained new Federal Employer Identification Number (FEIN) from the Internal Revenue Service (IRS) for the new VA corporation in September. New FEIN is 30-0697646.
         5. Executive Director, AsMA Operations Manager and AsMA Legal Counsel built IRS Form 1023 and attachments as application to the IRS for 501(c)(3) tax exempt status. Application was sent to IRS on November 3, 2011 and the IRS confirmed receipt of the application on November 7, 2011.
         6. IRS will review application and decide whether AsMA qualifies for 501(c)(3) tax exempt status as a charitable scientific and educational organization. If approved, approximately 60% of the dues will be tax deductible. Financial donations would also be tax deductible. We expect to learn the IRS findings by May 2012 **(OPEN)**
      8. **GOV201003-5 Arrange Audit (Ortega)**
         1. RFP for the 2011 audit was sent to four northern Virginia CPA firms on October 27, 2011. All four CPA firms submitted proposals by the November 11, 2011 suspense date. Proposals will be reviewed by the Treasurer and Executive Director with the intention of reducing the number to the best two proposals. Top two proposals will be sent to Executive Committee for review and recommended CPA firm to conduct the future audit work. Budget: $15 K **(OPEN)**
   6. Committees
      1. Bylaws Committee **(Webb):** *(see attached Action Plan)*
         1. **Standard Agenda Item: Proposed changes to AsMA Bylaws (Webb)** – *See attached Proposed Bylaws Changes.*
            1. Motion 1: Article III Membership (to be a member, one must pay dues) – Approved unanimously
            2. Motion 2: Article III Membership, Section 2. Expulsion of Members and Appeal process – Noted that the process has never been exercised. Clarification offered: the council cannot just dismiss the appeal – it must consider it. Approved unanimously.
            3. Motion 3: Article IV Fellowships (mailed ballots are no longer required, aka “The Pam Day Law”) – Approved unanimously. Note: Pam Day was applauded for achieving Fellowship of AsMA in 2011.
            4. Motion 4: Article VI Executive Director (better wording) – Approved unanimously
            5. Motion 5: Article VIII Organizations (better wording) – Approved unanimously
            6. Motion 6: Article IX Certification Boards (members must be members of AsMA) – Approved unanimously
            7. Motion 7: Article XI Committees, Section 2. Appointment and Duties (Reports and now “Action Plans”) – Approved unanimously
            8. Motion 8: Article XI Committees, Section 2., Paragraph M. Nominating Committee (aligns the numbers required with others aspects of the Bylaws) – Approved unanimously
            9. Motion 9: Article XI Committees, Section 2., Paragraph N. Resolutions Committee (functions clarified) – Approved unanimously
            10. Motion 10: Article XV Amendments – Approved unanimously (better wording).
            11. Article V. Officers, Section 5. Secretary – A Motion to change “Home Office Staff” to “Association Headquarters Staff” was seconded and approved unanimously. An additional motion was presented and seconded in relation to this section (and the rest of the document): change all references to “Home Office” to “Association Headquarters” – approved unanimously.
            12. Approved draft Bylaws changes will be published in the March 2012 ASEM journal and on the AsMA website. AsMA members attending the May 15, 2012 Annual Business Meeting will vote on each of the proposed Bylaws changes for approval or disapproval. **(CLOSED)**
         2. **Standard Agenda Item: Proposed changes to AsMA Policies & Procedures Manual (P&P; Webb)**
            1. No proposed changes to P&P Manual were presented.
            2. Dr. Webb re-visited the P&P to harmonize its contents with the Bylaws – He also reduced redundancies and added an Index. The changes to the Bylaws above will incorporated in the P&P as appropriate, given their approval by the membership – will work with the ED.
            3. Dr. Webb was applauded for his efforts
      2. **Nominating Committee (Sventek for Weien)** S*ee attached report.* The committee has secured representation from all the constituents; a slate of nominees will be ready for consideration by February 2012.
5. **EDUCATION AND RESEARCH (CAMPBELL)**
   1. **Editor’s Report (Bonato) -** *See attached Action Plan*
      1. Journal doing very well. There are approximately 100 manuscripts in the pipeline.
      2. Recently revised the Instructions to Authors.
      3. There will be a Publishing Workshop held in AsMA 2012, Atlanta.
      4. Sarah Pierce Rubio, assistant to the Editor has retired – was thanked for her great service to the association.
      5. Over 100 applications for the position were received. Dr. Bonato introduced the new Assistant to the Editor, Debra Sventek. The Council welcomed Debra. **(CLOSED)**
   2. **Managing Editor’s Report (Day)** - *See attached Action Plan*
      1. Supplement #1. The proposed journal supplement on the Columbia Shuttle Accident will not be possible to produce. **(CLOSED)**
      2. Supplement #2: Dr. Mike Barrett preparing it.
      3. Pam will be exploring alternate service providers/systems that would fulfill abstract submission requirements, particularly those concerning panels. The current system is not agile enough. She expects to conduct beta-testing and for the system to be in place in preparation for AsMA 2013.
      4. Was successful in harnessing the panel process and achieving almost 100% compliance. Pam was congratulated for her efforts by the former president of AsMA, Dr. Marian Sides.
   3. **Annual Meeting: Anchorage (Sventek)** *- Slides presented*
      1. 1,286 attendees
      2. Most profitable meeting due to increased registration fees and much lower than anticipated expenses.
      3. There is a significant number of non-member attendees. There is a need to determine why and encourage them to join AsMA. A “Non-Member” ribbon or similar identifying item will be used at Atlanta meeting to facilitate tracking of this issue and international vs. USA participation in meetings. Will work with the Membership Committee to address this issue **(OPEN – ER201111-1 Non-Member Ribbon and International Participation tracking - Sventek)**
      4. A major issue concerns government and other attendees whose attendance to the meeting is paid by their agency (DoD, FAA, etc), though the agency is not prepared to pay for the membership itself. Strategies need to address the benefits of joining AsMA, including a) advantages of membership presentation by AsMA President at Opening Ceremonies and b) presentation at the AsMA website.
      5. An important issue to also investigate is why our members do not attend the AsMA annual meetings. Anchorage was a unique circumstance as many agencies considered it an “international” site.
      6. ED will be collecting the demographic data so as to better assess strategies to gain and retain membership and meeting attendance.
      7. Registration rates remain the same for AsMA 2012.
      8. A suggested $100 registration discount rate for non-member presenters was discussed. Clarification was requested to make it a one-time event, for first-time presenters only e.g., a reduced conference rate is one of the benefits of AsMA membership, a discount to non-members, regardless of how many times they present at AsMA, would nullify the benefit. It was noted that tracking the metric would be difficult, though likely possible by providing a check box to indicate the pertinent information
      9. There is also a need to specifically track the international membership demographics
   4. Scientific Program **(Saenger)** - *See attached report*
      1. **ER201103-2 Increase Number of Plenary Sessions in Annual Scientific Meeting (Sventek)** – Carry forward to next Executive Committee Meeting **(OPEN)**
      2. Received more than 90 RSVPs for participation in the peer-review group
      3. Scientific Program: 6 Tracks with 21 individual Areas were developed.
      4. Abstract site opened on 6 September 2011 and closed on 31 October. 553 abstracts were submitted from 34 countries. 157 abstracts were posted the last day and 100 more abstracts days after (the site remains electronically active for ~ 1 week after the deadline). In fact, 2 additional abstracts were submitted 9 November. Note: A similar trend is seen when submitting Award Nominees to the Awards Committees. A discussion of merits of imposing real deadlines (i.e., enforcing them) was discussed including cultural and fiscal issues. EXCOM was tasked to resolve this concern, if found to be a concern, though it was determined to be a problem, in terms of the Scientific Committee’s planning activities.
      5. Breakdown 552 abstracts from 34 countries including 58 panels, 173 slides, 77 posters, and 3 workshops. The numbers are within historical range.
      6. Dr. Saenger thanked the AsMA Headquarters’ personnel: None of the above activities would have been possible without them.
   5. **Number of plenary sessions (Sventek):** The Reinhartz Endowment was made to add a 3rd plenary session. We are scheduled to discuss this issue in February, including the possibility to hold a plenary session every day. **(OPEN)**
   6. **First-time Council members** introduced themselves: Lex Brown, Lance Annicelli, and Tim Robinette.
   7. **Accreditation Council for Continuing Medical Education (ACCME) Reaccreditation (Sventek for Boudreau)**. All accreditation deficiencies cited in the 2009 reaccreditation report have been cleared. ED gave thanks to Drs. Boudreau, Northrup, and DeBois for their help. **(CLOSED)**
   8. Committees
      1. Aerospace Human Factors **(White)** - See *attached Action Plan*
         1. **MS201103-1 Membership Survey Result – Need for Increased Human Performance and Life Support Focus (LSBEB/AsPS/AsHFA/IAMFSP/Aerospace Human Factors Committee) & RA201103-2 Human Systems Integration Exploratory Committee (AsHFC & LCDR Foster)** – Col. White has made contact with all the constituent organizations and received positive feedback from all on the survey. Will continue working with organizations and LCDR Foster. Requested guidance from council on the next step forward (focus groups? Develop more questions?). It was noted that the HSI community is looking for “a professional home” e.g., as a separate group or incorporated into another group that would be focused on human performance. Col. White was requested to provide progress to the EXCOM by February 2012.
         2. A workshop on HSI is also being explored along with the publication of a supplement on the subject.
         3. Also, a virtual journal was suggested, which Dr. Bonato, Ed, is currently exploring for execution. Will report progress at the February Executive Committee Meeting. **(OPEN)**
      2. Aviation Safety **(Ricaurte)** - See *attached Action Plan.*
         1. Responded to ED’s request to make comments on Supplemental Notice of Proposed Rulemaking (SNRM). An AsMA response to such SNRM has been prepared and submitted to the FAA website.
         2. Prepared a letter with recommendations regarding CAMTS and submitted it to the ED
         3. Tips for Airman Travel, a brochure on child safety devices: will be completed by May 2012, with the assistance of CAMI’s Biodynamics Research Group
         4. Aviation Safety Year in Review Panel was submitted for consideration (AsMA 2012)
         5. Pending: Accident Data and Crash Worthiness project is in progress
         6. The committee was congratulated for their hard work.
      3. Education & Training **(Campbell for Boudreau) -** *See attached Action Plan)*
         1. **ER201103-5 Dreyfus Developmental Model of Skill Acquisition (Campbell/Boudreau)** – An award winning model, assesses skills from novice to expert levels. Working with ASAMS, Dr. Stepanek, and Dr. Merchant to determine best approaches for incorporating into AsMA CME activities. **(OPEN)**
         2. **ER201103-6 Membership Survey Result – Improvements in CME and MOC processes (E&T Committee/ASAMS)** – ACCME approved second Progress Report from AsMA and all deficiencies have now been resolved. AsMA retains full accreditation and is scheduled for reaccreditation in the March 2013 cohort. MOC processes are managed by ASAMS with administrative support from Association Headquarters. **(CLOSED)**
         3. Panel on Residency Education and Panel of Institutional Review Board Procedures were submitted for consideration (AsMA 2012)
         4. **ER201108-1 University of Utah School of Medicine Course titled “Aspects of Health and Safety Management” requesting AsMA CME accreditation** - Dr. Moser has retired from his teaching position and has decided not to continue offering this course. **(CLOSED)**
         5. **ER201108-2 Uniformed Services University of the Health Sciences 2-Hr. course on Nutritional Supplements requesting AsMA CME accreditation** – Committee submitted a draft process for reviewing and approving/disapproving enduring materials for AsMA CME accreditation. The motion to approve was seconded. Discussion ensued by several Council members over 1) the importance of the process in terms of AsMA’s future role in education and training (a service/benefit we would provide); 2) the costs implied with respect to the review of materials (labor intensive); 3) MOC and CME issues – ensuring harmony across the processes; 4) the most appropriate committee to coordinate the proposed process; and 5) the process itself, as currently drawn: particularly regarding the selection of SMEs that would be reviewing the material (e.g., existing/standing committee vs. the Education Committee vs. an ad-hoc subcommittee, with and without academic/peer review, etc.) Other issues regarding the process were: a) it was recommended to communicate with other organizations that have already implemented such processes and learn from their experience, b) the issue of relevance of the material needs to be addressed, c) CME/MOC needs to be directly addressed in the process; d) evaluation should be 2-pronged: scientific and educational merit; and e) process oversight.
         6. A motion to defer the process to EXCOM for further discussion was seconded. Discussion ensued focusing on: 1) responding to USUHS in a timely manner (accreditation of the course); 2) approval of a planned CME workshop i.e., the approval of the process is urgent - we cannot afford to wait an additional 6 months to approve materials; and 3) approving the process for the current USUHS instance only and evaluating the results of its implementation via a Lessons Learned or similar report after its execution. The Question was Called and seconded. Discussion continued, including the examination of the language and the offering of alternate language to address the stated concerns. The proposed process for reviewing enduring materials for CME credit was approved with 35 “Yes” votes and 1 “No” vote. **(CLOSED)**
      4. History & Archives **(Dalitsch)** *- See attached Action Plan*
         1. Dr. Gennie Bopp continues with the interviews of AsMA elders
         2. Dr. Walt Dalitsch is now the Committee’ Chair as Dr. Mohler has retired.
         3. Dr. Viktor Harsch has written a biography on Dr. Strughold – it’s in German, the committee is seeking to translate it.
         4. Also working on a project regarding Space Medicine History and Chronology – a long term project. Have identified a subcommittee that will peer-review the product.
      5. Science & Technology **(Shender)** *See attached Action Plan*
         1. IntelliQuest Media did an excellent job; the S&T suggestion was successful; it resulted in $1200 profit. IntelliQuest Media offered various suggestions for improvement in 2012. We need to improve communications on how to use the tool, especially for international members. This is an excellent venue to market the organization and is a significant benefit to the membership as well. The same company will record audio in all sessions during Atlanta meeting. The President will discuss this service to all members via his journal column.
         2. **Outreach: Student Panel:** The panel was prepared and submitted to the Scientific Program Committee. A flyer was distributed as well to drum-up participation.
         3. **Outreach: Speakers Bureau** presented as an idea through the Fellows Group. Very positive response from many Fellows. Council recommended moving forward with formally establishing the Speakers Bureau. Association Headquarters will work with S&T committee to develop. Sign-up tables will be made available at the Atlanta meeting. **(OPEN)**
         4. Dr. Shender was commended for his committee’ success
6. **MEMBER SERVICES (NORTHRUP)**
   1. The motion to approve The Flying Physicians Association as an affiliate of AsMA was seconded and unanimously approved.
   2. AsMA Membership Database Analysis and Report **(Sventek/Carter)** *(see attached report)*. Membership has declined some. Part of this is due to cleaning up the database, removing duplicates, updating membership info, etc. Approximately 100 Emeritus Members have paid the $50 annual dues. Those that do not pay the dues by the end of 2011 will be placed into an inactive status. ED estimates the total paid membership following the Emeritus process will be around 2,200.
   3. Committees
      1. Awards **(Belland):** *(see attached Action Plan)*. Dr. Belland thanked his co-chairs, members of the committee, and others for their dedication. He followed with a discussion of the new Goldenrath Award, the only cash award offered by AsMA, thanks to a $100 K bequest from the Goldenrath family. Said award, though focused on Aerospace Physiology, it is not an Aerospace Physiology Society award; it is inclusive of all disciplines and nominations are encouraged.
      2. Membership **(Ortega/Heil)**
         1. **MS201003-2 Survey Members on ACLS at Annual Meetings (Sventek)** – About 25% of survey respondents supported the idea of offering ACLS training at the annual meeting. This could serve as another source of revenue during annual scientific meetings. The matter is being investigated **(OPEN)**
         2. **MS201103-2 Develop Proposal for Two-Tier Membership Structure (Ortega for Heil)** – Dr. Heil will take the leadership of this committee. AsMA is a Professional Medical and Allied Health team and should develop a membership structure that reflects those that have formally trained and/or have an interest in Aerospace Medicine. Dr. Ortega urges all constituent organization’s to engage in this process, including requirements and representation. **(OPEN)**
      3. Corporate & Sustaining **(DeBois)** *See attached Action Plan.* **MS201011-1 Review Current C&S Dues Structure (DeBois)** – *(see attached report).* Committee discussed two-tier and three-tier membership proposals. Any tiered system must clearly delineate levels of benefits to the Corporate Members. The Committee is also preparing a brochure and other marketing tools such as a Newsletter. Chris Borchardt to lead the continued in-depth review of the tiered membership proposals. **(OPEN)**
7. **REPRESENTATION AND ADVOCACY (SCARPA)**
   1. Outreach **(Sventek)**
      1. ED continues to manage numerous unsolicited queries from concerned travelers and physicians managing difficult medical cases in patients scheduled to travel. ED reaches out to Association members to provide expert answers. This is a great public service process.
      2. ED reported a few media requests since last Council. Dr. Anzalone completed interview with *Men’s Health* on preventing illness when flying on commercial aircraft. The ED was the lead interviewee for an article on second-tier destinations for association meetings published in *One+ Magazine.* AsMA Staff received several inquiries from various media outlets regarding the membership status of North Carolina State Senator James Forrester. Senator Forrester was the primary author of a controversial piece of legislation. His published biographies listed Associate Fellow membership in AsMA. However, his membership had expired in 2005. AsMA Staff provided media outlets with this information.
   2. AMA Activities **(Merchant/Ortega)**
      1. Three days of participation
      2. Ozone standards were reaffirmed
      3. Need to involve residents/students in emergency/disaster events
      4. Public Health focus
   3. ACPM Regent Activities **(Scarpa)** *(see attached report)*
   4. ABPM Trustee Activities **(Jennings/Northrup)**
      1. ED provided update on process to submit nominations to ABPM for Aerospace Medicine Trustee and Occupational Medicine Trustee vacancies. AsMA will submit three nominees for the Aerospace Medicine Trustee and three nominees for the Occupational Medicine Trustee. ACPM endorsed our three nominations for Aerospace Medicine Trustee.
   5. CAMTS Board of Directors Representative Activities **(Scarpa for Steinkraus/Graf).** First meeting was held in October 2011. Performing many site visits and addressing international activities as well.
   6. Committees
      1. Air Transport Medicine Committee **(Scarpa for Hudson)** *(see attached Action Plan).* 
         1. Two panels were submitted for consideration on 1) Pilot Fatigue and 2) Fear of Flying.
         2. Preparation of paper and review of two briefs underway: Deep Vein Thrombosis and Guidelines for Passengers
         3. Aerotoxic: There are no other communications regarding cabin air quality
   7. **RA201108-1 Update the AsMA Medical Guidelines for Airline Travel (2003) and Medical Guidelines for Airline Passengers (2002) and Useful Tips for Airline Travel (2005)** – ATM Committee has begun the process of updating these three publications. The USAF Residency in Aerospace Medicine program director expressed interest in assisting the ATM Committee in updating these documents. **(OPEN)**
      1. Communications **(Dervay)** *(see attached Action Plan)*
         1. **RA201103-1 Membership Survey Result – Webpage functionality, quality, and services (Communications Committee)** - Web site improvements – Executive Committee identified improving the AsMA website as the number 1 strategic initiative. Motion to authorize ED $30,000 to complete Phase 1 of the website upgrade, seconded and approved unanimously. **(OPEN)**
         2. **RA201103-3 AsMA Website Capital Campaign – (Sventek/Dervay)**
            1. AsMA Foundation restated Articles of Incorporation approved by Virginia State Corporation Commission in August 2011. Restated Articles provide broader authority to assist the Association in meeting its goals and objections, including the establishment of an account to support the Website Capital Campaign. ED recommended delaying a decision to establish this account with the Foundation. A decision on AsMA’s application for 501(c)(3) charitable tax-exempt status will be made in early 2012. If AsMA is approved as a charitable scientific and educational organization, it will have the ability to establish the Website Capital Campaign account and offer members the ability to provide tax-deductible donations. Council agreed to delay. **(OPEN)**
         3. Dr. Aero Update – AsMA legal counsel provided legal disclaimer for Council consideration:

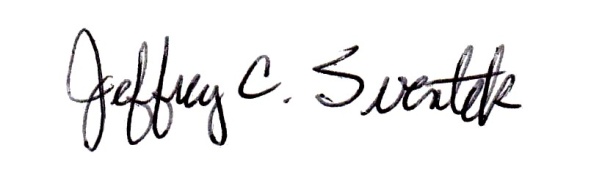
“Disclaimer – Neither the Aerospace Medical Association staff nor its members are able to provide medical diagnosis over the internet.  If you have medical concerns about flying, you need to be evaluated by a doctor who can provide you professional recommendations for flying based upon your condition.  Information provided on this forum is for educational purposes only and is not intended to replace the advice of your own health care practitioner.”

Motion to approve legal disclaimer for the Dr. Aero forum, seconded, approved unanimously. ED will purchase the bulletin board license and work with the SCUBA Board IT POC to establish the Dr. Aero forum. **(OPEN)**

* + 1. Resolutions **(DeJohn)** *(see attached Action Plan).* **RA201105-03 Electronic Forum for Reviewing Resolutions (DeJohn)**. Dr. DeJohn stated that the electronic forum now available via IMPak to membership. The electronic forum will allow members to review and comment on draft resolutions. Dr. DeJohn was congratulated on his committee’s success **(CLOSED)**

1. **INTERNATIONAL SERVICES (FISHER)**
   1. **General (Hardicsay)** 
      1. There are approximately 100 nations represented in AsMA. The goal is to increase this membership. To this end: 1) a film regarding what is AsMA will be distributed, 2) an international data bank describing international education and meeting opportunities is being prepared and requested for inclusion in the AsMA Website (demonstrated how membership would post the information via a pull-down menu), 3) an announcement about the annual AsMA International Reception and Speaker during the Opening Ceremonies (AsMA 2012) was requested, and 4) a survey of international membership regarding their needs was proposed – Dr. Hardicsay has already identified colleagues to help him formulate it.
      2. Dr. Fisher stressed the importance of supporting our international members and thanked Dr Hardicsay for his efforts.
      3. **IS201008-1 Combined AsMA/ESAM Meeting in Europe (Fisher/Hardicsay/Sventek).** ED and Dr. Fisher updated Council on the effort. With government budgets projected to be very restricted for the foreseeable future, ED had suggested to the working group that the combined AsMA/ESAM meeting in Europe be tabled. The working group agreed and recommended AsMA sponsor a panel of speakers at the 2012 ECAM in London (November 2012), that would be facilitated by Dr. Bellenkes, former AsMA president. The topic of interest is Space Medicine. A motion for AsMA to provide financial support for to send a delegation of experts (AsMA members) to 2012 ECAM was seconded and unanimously approved. Dr. Hardicsay requested that the group of speakers be “fresh/new blood” as opposed to regular attendees. The Speakers Bureau effort may be a good resource from which to identify the proper participants. It was also suggested to examine the schedule of other meetings in Europe (TTCP, NATO, etc), so as to minimize expenses/enhance travel justification (folks could attend more than one meeting within the one travel event). A virtual component (participation in the meeting via the web), industry sponsorship, and members already station abroad, were other avenues suggested to minimize costs. A motion was presented to allow EXCOM resolve the budget and composition of the delegation was seconded and unanimously approved. The ED will coordinate with ESAM. **(CLOSED)**
2. **CONSTITUENT REPORTS:** Highlights presented by Constituent representatives. *(see attached reports/Action Plans)*. Recurring themes: membership is the lifeblood of our organization, including the need to scrub membership lists as well as survey members for their member expectations; panels sponsored; use of social media; collaboration.
   1. Aerospace Human Factors (**Holland**): *Action Plan attached.* 181 Members; Lost 7; Three panels submitted for AsMA 2012; $10 K treasury
   2. Aerospace Nursing Society (**Taylor for** **Jarrett**): *Action Plan attached.* Significant outreach efforts. Contacting nursing schools in the GA area; 6 panels submitted by Air Mobility Command Teams, a Nursing panel by Corporate and Sustaining, and others. Encourages all physicians to bring their nurses to the AsMA meetings. Need to increase the benefits of membership for nursing professionals, including scientific and mentoring opportunities via AsMA
   3. Aerospace Physiology Society (**Musashe**): *Action Plan attached.* One panel submitted. The project regarding Partnership for Education is underway for AsMA 2012 (Teacher award). The use of Pay-Pal increased dues compliance from 50% to 75%
   4. Airline Medical Directors Association (**Landsman**). Meets annually at AsMA
   5. American Society of Aerospace Medicine Specialists (**McKeon**). MOC parts II and IV Processes’ Review underway. 30 new members; 2 CPG Panels and one Ethics Panel submitted for consideration (AsMA 2012), and the RAM Bowl planning is underway.
   6. International Association of Military Flight Surgeon-Pilots (**Brown**): *Action Plan attached. Meets annually at AsMA.* Sponsored 5 panels last May. Preparing their website to enable active/live communications across nations and therefore increase activities. May be formulating a speaker’s bureau as well.
   7. Life Sciences and Biomedical Engineering Branch (**Martindale for** **Tripp**). Meets annually at AsMA. Will provide Action Plan. Sponsoring a double panel on head/brain and spinal injury mechanisms, parts 1 and 2.
   8. Society of U.S. Air Force Flight Surgeons (**Robinette**): *Action Plan attached*. Discussion regarding the training and educational development of PAs and NPs, a resource for AsMA membership that needs to be addressed.
   9. Society of U.S. Naval Flight Surgeons (**Belland**): *Action Plan attached.* Working hard to recruit membership. 14 applicants for 8 RAM spots. Heading in the right direction. Panel submitted for AsMA 2012 consideration (radiation in aviation).
   10. Space Medicine Association (**Damann**): *Action Plan attached.* Will implement pay-pal. Healthy organization in spite of the economic situation. Scholarships awarded; Young Investigator Award also awarded.
   11. U.S. Army Aviation Medicine Association (**Woodson for Bernstein**). Will align their course on *Operational Aeromedical Problems* with AsMA 2012 schedule.
3. **OTHER REPORTS**
   1. Associate Fellows Group (**Annicelli**).
   2. Fellows Group (**Mapes**).
   3. Aerospace Medical Association Foundation (**Sventek for** **Jennings**) *Report attached*
   4. Affiliates
      1. Aerospace Medical Association of Korea (**Kwon, absent**) *Report attached*
      2. Aerospace Medical Association of Taiwan (**Chu, absent**)
      3. Aerospace Medical Association of the Philippines (**Acosta, absent**)
      4. [Aerospace Medical Student & Resident Organization](http://www.asma.org/redirect.php?url=http://amsro.org/) (**Garbino**)
      5. [Alliance of Air National Guard Flight Surgeons](http://www.asma.org/redirect.php?url=http://www.aangfs.com/) **(? Absent**)
      6. [Association of Aviation Medical Examiners, United Kingdom](http://www.asma.org/redirect.php?url=http://www.aame.co.uk/) (**?** **Absent**)
      7. Association of Aviation, Space, Naval, Extreme & Environmental Medicine of Russia (**? Absent**)
      8. Association of USAF Reserve Flight Surgeons (**Brockway, absent**)
      9. [Australasian Society of Aerospace Medicine](http://www.asma.org/redirect.php?url=http://www.asam.org.au/) (**Chaffey, absent**) *Report attached*
      10. [Aviation Medical Society - New Zealand](http://www.asma.org/redirect.php?url=http://www.amsanz.org.nz/) (**Powell, absent**) *Report attached*
      11. [Brazilian Aerospace Medical Society](http://www.asma.org/redirect.php?url=http://www.sbma.org.br/) (**Castro, absent**) Ricaurte to send you contact information for Castro or past president, Melhado
      12. [Canadian Aerospace Medicine & Aeromedical Transport Association](http://www.asma.org/redirect.php?url=http://www.camata.ca/) (**Triggs, absent**) *Report attached*
      13. [Civil Aviation Medical Association](http://www.asma.org/redirect.php?url=http://www.civilavmed.com/) (**O’Neill**)
      14. Commission Internationale Medico-Physiologique (**McCarthy, absent**) *Report attached*
      15. [Corporate & Sustaining Member](http://www.asma.org/redirect.php?url=http://www.asma.org/membership/corp_members.php)s (**Leland**)Report attached.
      16. Danish Aviation and Naval Medical Association (**Klokker, absent**) *Report attached*
      17. [European Society of Aerospace Medicine](http://www.asma.org/redirect.php?url=http://www.esam.aero) (**Pongratz, absent**) *Report attached*
      18. [French Aerospace Medical Association](http://www.asma.org/redirect.php?url=http://www.soframas.asso.fr) (?, **absent**)
      19. [German Society of Aviation & Space Medicine](http://www.asma.org/redirect.php?url=http://www.dglrm.de/) (**Stern, absent**) *Report attached*
      20. Greek Aerospace Medical Association (**Kourtidou-Papadeli, absent**)
      21. Hellenic Aerospace Medical Society (**???**)
      22. Hungarian Association of Aeromedical Examiners (**Hardicsay**)
      23. [Iberoamerican Society of Aerospace Medicine](http://www.asma.org/redirect.php?url=http://www.aibama.org) (**Forster**)
      24. International Association of Aerospace Dentistry (**Forster for Dominguez-Mompell**)
      25. International Association of Medicine and Physiology (**???**)
      26. Israeli Society of Aerospace Medicine (**Levy, absent**)
      27. Italian Aviation & Space Medicine Association (**Verde, absent**) *Report attached*
      28. [Japan Society of Aerospace & Environmental Medicine](http://www.asma.org/redirect.php?url=http://wwwsoc.nii.ac.jp/jsasem) (**Ogata, absent**)
      29. Middle Eastern Society of aerospace Medicine (**Khalil, absent**)
      30. Norwegian Association of Aviation Medicine (**???**)
      31. Romanian Society of Aerospace Medicine (**Macri, absent**) *Report attached. Dr. Marian Sides and Dr. Anzalone both* acknowledged the excellent work of General Macri and Dr. Finkelstein - ICASM 2011 and noted the attendance of AsMA members in said meeting
      32. Royal Netherlands Association for Aviation Medicine (**Onnouw, absent**)
      33. SAFE Association (**Shender for** **Benton**) *Report attached*
      34. Slovenian Aerospace Medical Association (**Holland for** **Kozelj**)
      35. Society of NASA Flight Surgeons (**Roden, absent**)
      36. Space Dermatology Foundation – **No longer exists; disbanded**
      37. South African Aerospace Medical Society (**???**)
      38. Spanish Society of Aviation & Space Medicine (**Perez-Sastre, absent**)
      39. Swedish Aviation & Naval Medicine Association (**Soderberg, absent**)
      40. Undersea and Hyperbaric Medicine Society (**Bennett, absent**)
4. **NEW BUSINESS**
   1. Maintaining Affiliated status with AsMA **(Sventek)**
      1. ED reported a lengthy list of Affiliated Organizations and many have not had any contact with the Association in many years. Council agreed if Affiliated Organizations are not interacting with AsMA annually, they should be dropped from the Affiliated Organizations list. ED will reach out to all current Affiliated Organizations and attempt to make contact. **(CLOSED)**
   2. Approve new Aerospace Physiology Certification Board members **(Musashe).** Three members of the Aerospace Physiology Certification Board approved in May 2011 allowed their AsMA memberships to lapse. One renewed his membership once notified. Two chose not to renew their memberships. According to the AsMA Bylaws (Article IX, Section 2.) all members of certification boards are required to be AsMA members and approved by the Council. The Aerospace Physiology Certification Board President selected two new members for the board to replace the two members that had to be dismissed. The Council must approve the new Aerospace Physiology Certification Board members as required by the Association Bylaws. Motion made to approve the new Aerospace Physiology Certification Board members, seconded, and approved unanimously. **(CLOSED)**
5. **DATE OF NEXT MEETING: MAY 13, 2011 – HILTON ATLANTA HOTEL**
6. **ADJOURN** at **3:43 PM**

Respectfully submitted,

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

Secretary Executive Director

**GOVERNANCE ATTACHMENTS**



**EDUCATION & RESEARCH ATTACHMENTS**



**MEMBER SERVICES ATTACHMENTS**



**REPRESENTATION & ADVOCACY ATTACHMENTS**



**INTERNATIONAL SERVICES ATTACHMENTS**



**CONSTITUENT ORGANIZATIONS ATTACHMENTS**



**OTHER REPORTS ATTACHMENTS**



**NEW BUSINESS ATTACHMENT**

