

**Minutes of the**

**Aerospace Medical Association Council**

**May 8, 2011**

**Dena’ina Civic & Convention Center**

**Anchorage, Alaska**

**COUNCIL MEETING**

**AEROSPACE MEDICAL ASSOCIATION**

**SUNDAY, MAY 8, 2011 – 9 AM-5 PM**

**DENA’INA CIVIC AND CONVENTION CENTER**

**KAHTNU 1 & 2**

**ANCHORAGE, AK**

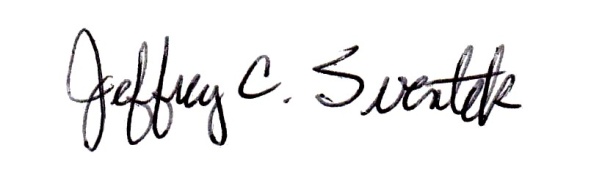
1. Call to Order **(Sides):** Meeting called to order at 0900 by Dr. Marian Sides, President
   1. Introduction of new Parliamentarian: Dr. Robert Orford is taking over from Dr. Royce Moser, who served for 15 years.
2. Approval of Council Minutes from November, 2010. Moved and seconded; no discussion; approved unanimously w/o abstentions.
3. Report of Executive Committee **(Sides):** Dr. Sides thanked the Executive Committee for their work over the past year. She presented a summary of the past year’s activities, tactical and strategic focus and future direction for the Association.
   1. Committee activities are now aligned with the Association goals and objectives and reported via a standardized Action Plan format.
   2. Survey of AsMA members completed. Provided great insight into perceived value of members. Identified nine initiatives from survey that have been assigned to the appropriate committees for action.
   3. Financial health of the Association is improving.
   4. AsMA web site needs many improvements. Monies not there so Executive Committee approved capital campaign to raise the funds – working with legal adviser and the AsMA Foundation to establish fund.
   5. Strengthen international relationships and membership.
   6. Long range planning committee – recommend that this become a standing committee.
   7. Policies and Procedures Manual – first version completed. Thanks to Dr. Lischak and the ED. Separated out true bylaws issues from Policies and Procedures “corporate knowledge” issues. Policies and Procedures manual serves as documentation and education regarding the activities of the various committees.
4. **GOVERNANCE – ANZALONE**
   1. Home Office Improvements **(Sventek)**
      1. ED made request to add an item to the Agenda – the Foundation Report; approved. Dr Jennings presented the report. *(see attached report)*
         1. Current funds = $114k [$55k in endowments].
         2. Because funds are over $100K Foundation falls under different rules in Virginia and can now do things we couldn’t in the past [charitable gift annuities for example].
         3. Looking at changing the Foundation Bylaws to allow more flexibility in how Foundation supports Association needs such as the web site improvement project.
      2. ED updated Council on the Home Office improvements to date.
         1. New carpet installed in Home Office – received very positive comments.
         2. Leased first floor office space – now earning $1,350 per month in rent.
         3. Continue to look for operational expense savings.
   2. Finance Report **(Merchant):** Dr. Merchant presented the report *(see attached report).*
      1. Finance Report. Motion to accept the finance report, seconded, approved unanimously without abstentions.
      2. **GOV201003-4 Apply for 501(c)(3) IRS Status (Sventek):** ED updated.
         1. The revised articles of incorporation for Virginia will be presented and voted on during the Business Meeting on 10 May.
         2. Last year membership approved the revised articles of incorporation for Washington DC. When we initially applied for 501(c)(3) status in DC [where we have been incorporated], we were informed that DC rules had changed and we would not be allowed to change our status to 501(c)(3).
         3. It was decided to apply for incorporation in Virginia and then to re-apply for 501(c)(3) status in Virginia. Executive Committee & Council approved and the proposal.
         4. Will be voted on by membership during the annual Business Meeting. **(OPEN)**
      3. **GOV201003-5 Arrange Audit (Merchant):** RFP for the audit will go out following the Anchorage meeting. **(OPEN)**
   3. Committees
      1. Bylaws Committee **(LISCHAK):** *(see attached Action Plan)*
         1. **GOV201003-7 Update Policy and Procedures Manual (Sventek):** ED provided status update. Policy and Procedures Manual review will become standard agenda item for all Council meetings. **(CLOSED)**
         2. **GOV201003-8 Bylaws Changes (Lischak):** The proposed Bylaws changes were published in March. Will be voted on during the Business Meeting **(CLOSED)**
         3. **GOV201008-1 Alternate Resolutions Approval Process (Lischak/DeJohn):** Dr. Sides presented the background behind this proposed bylaws change--need to improve our timeliness and relevance. **(CLOSED)**
         4. **GOV201103-1 Draft Bylaws Change to Establish Long Range Planning Committee as Standing Committee (Lischak):** Purpose explained by Dr. Sides. **(OPEN)**
         5. **GOV201103-4 Policy & Procedures for Selecting Scientific Program Chair (Sventek/Saenger):** ED, as the general chair for the annual scientific program meeting, requested he be allowed to have some input into the selection process. He and Dr Saenger, SPC Chair for 2012, will draft a proposal for Executive Committee and Council consideration. **(OPEN)**
      2. Finance Committee **(Merchant)**
         1. UBS providing financial management.
      3. Nominating **(Bellenkes)**
         1. Dr. Bellenkes presented the report. *(see attached report)*
      4. Ad hoc Long Range Planning Committee **(Sides)**
         1. **GOV201103-5 Dreyfus Developmental Model of Skill Acquisition (Long Range Planning Committee):** Model for competency learning in 6 domains. May have relevance to MOC. Long Range Planning Committee will continue to research the concept and present at future time. **(OPEN)**
5. **EDUCATION AND RESEARCH (WEBB)**
   1. Editor’s Report **(Bonato)**
      1. Dr. Bonato presented his report *(see attached Action Plan)*. Journal is in good shape, quality of submissions and of acceptances is maintained. Sarah Pierce-Rubio will retire in September.
   2. Managing Editor’s Report **(Day)**
      1. Pam Day presented the report. *(see attached Action Plan)*
   3. Annual Meeting **(Sventek)**
      1. Annual Scientific Meeting Anchorage Update. 1,135 advance registrations as of this morning; 335 are non-US registrants representing 47 countries.
      2. **ER201008-1 Combined AsMA/ESAM Meeting in Europe (Sventek):** Continuing to investigate possibility of holding joint meeting in Europe. The earliest possibility would be for 2018. **(OPEN)**
   4. Scientific Program **(Mapes):** Dr. Mapes presented the report *(see attached Action Plan)*
      1. **ER201103-1 Draft Rejection Letter for Scientific Program Committee Chairs (Scarpa):** Drafted proposed template for rejection letter. Sent proposed wording for a few sentences to SPC 2012 Chair for consideration. **(CLOSED)**
      2. **ER201103-2 Increase Number of Plenary Sessions in Annual Scientific Meeting (Sventek):** ED exploring possibility of starting each day of the meeting with plenary sessions. Will report further in the future. **(OPEN)**
   5. General
      1. Accreditation Council for Continuing Medical Education (ACCME) Reaccreditation **(Sventek/Boudreau)**
         1. Of 4 deficiencies, 3 have been cleared and working to resolve the remaining one. ED gave thanks to Drs. Boudreau, Northrup and DeBois for their help. **(OPEN)**
   6. Committees
      1. Aerospace Human Factors **(White):** *(see attached Action Plan)*
         1. Col White presented the highlights. No questions.
      2. Aviation Safety **(Cimrmancic):** *(see attached Action Plan)*
         1. Dr. Ricaurte presented the report. No questions.
      3. Education & Training **(Boudreau):** *(see attached Action Plan)*
         1. Dr. Boudreau presented the report and highlights
         2. Stressed importance of being proactive with our CME/MOC by trying to look ahead at changes coming in the next 2-3 years and not just looking at today’s requirements
         3. **ER201003-4 Slideshows (Boudreau):** Both are posted on line – see above. Have section in the P&P manual. Must keep the presentations up to date, reviewed annually, use as marketing tool. **(CLOSED)**
      4. History & Archives **(Mohler):** *(see attached Action Plan)*
         1. Dr. Web presented the highlights. No questions
      5. Science & Technology **(Shender):** *(see attached Action Plan)*
         1. Alex Garbino presented the highlights. No questions.
         2. **IntelliQuest Media** will record audio in all sessions during meeting. Will record both the audio and collect copies of the presentations. All authors were notified to upload their presentations to the IntelliQuest site emailed to them by the Home Office. Not many have done so to date. Important points: all questions must be asked via the microphones; all presentations must remain on the laptops in the presentation rooms (do not erase the presentations from the computers); **do not allow anyone** to copy presentations from the laptops.
6. **MEMBER SERVICES (NORTHRUP)**
   1. AsMA Membership Database Analysis and Report **(Sventek/Carter)**
      1. ED presented the report. *(see attached report)*
      2. Membership has declined some. Part of this is due to cleaning up the database, removing duplicates, updating membership info, etc. The numbers of actual active members appears to be holding steady.
   2. General
   3. Committees
      1. Awards **(Holland):** *(see attached Action Plan)*
      2. Membership **(Ortega):** *(see attached Action Plan).* Executive Committee has referred these multiple action items to the appropriate Committees. No questions.
         1. **MS201003-2 Survey Members on ACLS at Annual Meetings (OPEN - Sventek)**
         2. **GOV201103-2 Membership Survey Result – Lack of direction, change or growth of AsMA (OPEN - ad hoc Long Range Planning Committee - Sides)**
         3. **ER201103-3 Membership Survey Result – Develop and Publish Clear Path for Advancement in AsMA (OPEN - Fellows/Associate Fellows Chairs)**
         4. **ER201103-4 Membership Survey Result – Lack of Relevance of the Journal to Clinical Practice (OPEN - E&T Committee)**
         5. **MS201103-1 Membership Survey Result – Need for Increased Human Performance and Life Support Focus (OPEN - LSBEB/AsPS/AsHFA/IAMFSP/Human Factors Committee)**
         6. **ER 201103-5 Membership Survey Result – Lack of Operational Relevance at the Annual Scientific Meeting (OPEN - Scientific Program Committee)**
         7. **RA201103-1 Membership Survey Result – Webpage functionality, quality and services (OPEN - Communications Committee)**
         8. **GOV201103-3 Membership Survey Result – Ability for Members to Pay All Dues at One Time via AsMA Website (OPEN - Sventek)**
         9. **ER201103-6 Membership Survey Result – Improvements in CME and MOC processes (OPEN - E&T Committee/ASAMS)**
         10. **MS201103-2 Develop Proposal for Two-Tier Membership Structure (OPEN – Membership Committee)**
      3. Corporate & Sustaining **(DeBois)**
         1. Dr. DeBois presented the highlights. *(see attached Action Plan)*
         2. **MS201011-1 Review Current C&S Dues Structure – DeBois** Continuing to investigate the possibility of developing a tiered dues structure [2 or 3 tiers]. May be able to present update at combined Council meeting 11 May. **(OPEN)**
7. **REPRESENTATION AND ADVOCACY (SCARPA)**
   1. Outreach **(Sventek)**
      1. **RA201103-2 Human Systems Integration Exploratory Committee (Sventek/Foster)**
         1. ED presented update.
         2. Working group established under leadership of LCDR Chris Foster. Initial contact with Aerospace Physiology Society, Aerospace Human Factors Association, and Life Sciences and Biomedical Engineering Branch made to discuss Human Systems Integration and Human Performance alignment within Aerospace Medical Association. **(OPEN)**
   2. AMA Activities **(Merchant)**
      1. Dr. Merchant presented update. *(see attached report)*
      2. AsMA has no resolutions at this time for the June 2011 meeting.
   3. ACPM update presented by Dr. Mary Anderson. *(see attached report)*
   4. General
   5. Committees
      1. Air Transport Medicine Committee **(Hudson)**
         1. Report highlights presented by Dr. Scarpa. *(see attached Action Plan)*
         2. Dr. Sides commented on referral of the Airline Medical Departments Working Group report and recommendations to the ATM Committee for further action. **(RA201105-1 Airline Medical Departments Working Group Report & Recommendations – OPEN)**
      2. Communications **(Dervay)**
         1. Dr. DeVoll presented the highlights of the report. *(see attached Action Plan)*
         2. Web site improvements – Executive Committee identified improving the AsMA website as the number 1 strategic initiative. Link to NASA-UTMB webinar Grand Rounds
         3. Dr Aero e-forum. No questions.
         4. **RA201103-3 AsMA Website Capital Campaign – Sventek/Dervay)**
            1. ED working with legal advisor to determine best way to facilitate tax deductible donations for this effort. **(OPEN)**
         5. **OPEN – RA201103-4 AsMA Endorsement of Infectious Diseases Society of America 10 X 20 Initiative - Merchant)**
            1. Dr. Merchant presented the IDSA request for our endorsement of their infectious disease 10-20 initiative.
            2. Motion to reject the request from the ISDA to endorse their initiative; seconded;
            3. Discussion - while the ISDA initiative is a worthy one, it is not within the purview of AsMA;
            4. The motion carried unanimously without abstentions. **(CLOSED)**
      3. Resolutions **(DeJohn)**
         1. **RA-1 Resolutions on Aircrew Fatigue (DeJohn)**
            1. Dr. DeJohn presented the highlights. *(see attached Action Plan)*
            2. Dr. Singh gave update of the ICAO current status on the two issues below. ICAO manuals now contain guidance on in-flight napping.
            3. Resolution 2009-01-Rev 4 (in-flight napping) – resolution was revised by committee and approved by Council for membership vote during Tuesday Business Meeting. **(OPEN)**
            4. Resolution 2009-02-Rev 4 (sleep-enhancing agent use off-duty and layovers). **(Approved May 2010 – delayed publishing)**
8. **INTERNATIONAL SERVICES (SINGH)**
   1. General.
      1. **IS201003-1 Theme-Based International Reception (Singh)**
         1. A survey of international memberships indicated a strong desire to retain the AsMA Reception to Honor International Members
         2. Survey recommended keeping the reception as a social event with a small amount of time dedicated to a short presentation on a topic important to the international community. **(CLOSED)**
   2. Committees
      1. International Activities **(Hardicsay)**
         1. Dr. Hardicsay presented the highlights. *(see attached Action Plan)*
         2. Will be surveying members using a model similar to the recent AsMA membership survey. No questions
9. **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 (**King**): Action Plan attached
   2. Aerospace Nursing Society (**Jarrett**): Action Plan attached
   3. Aerospace Physiology Society (**Musashe**): Action Plan attached
   4. Airline Medical Directors Association (**Landsman**): Action Plan attached
   5. American Society of Aerospace Medicine Specialists (**Ortega**): Report attached
   6. Life Sciences and Biomedical Engineering Branch (**Tripp**): Report attached
   7. International Association of Military Flight Surgeon-Pilots (**Scott**): Action Plan in progress.
   8. Society of U.S. Air Force Flight Surgeons (**Jex**): Action Plan attached
   9. Society of U.S. Naval Flight Surgeons (**Ciccone**): Action Plan in progress. CAPT Kris Belland will be the incoming society president
   10. Space Medicine Association (**Stepanek**): Action Plan attached
   11. U.S. Army Aviation Medicine Association (**Woodson**)
10. **OTHER REPORTS**
    1. Aerospace Medicine Regent Report (**Anderson**): See paragraph 7.3.
    2. Associate Fellows Group (**Bopp**): Genie Bopp presented the highlights [report on file]
    3. Fellows Group (**Anderson/Mapes**)
    4. Aerospace Medical Association Foundation (**Jennings**) – See 4.1.1.
    5. Affiliates
       1. Aerospace Medical Association of Korea
       2. Aerospace Medical Association of Taiwan
       3. Aerospace Medical Association of the Philippines
       4. [Aerospace Medical Student & Resident Organization](http://www.asma.org/redirect.php?url=http://amsro.org/). **Alex Garbino** presented the highlights [report on file]
       5. [Alliance of Air National Guard Flight Surgeons](http://www.asma.org/redirect.php?url=http://www.aangfs.com/)
       6. [Association of Aviation Medical Examiners, United Kingdom](http://www.asma.org/redirect.php?url=http://www.aame.co.uk/)
       7. Association of Aviation, Space, Naval, Extreme & Environmental Medicine of Russia
       8. Association of USAF Reserve Flight Surgeons
       9. [Australasian Society of Aerospace Medicine](http://www.asma.org/redirect.php?url=http://www.asam.org.au/)
       10. [Aviation Medical Society - New Zealand](http://www.asma.org/redirect.php?url=http://www.amsanz.org.nz/)
       11. [Brazilian Aerospace Medical Society](http://www.asma.org/redirect.php?url=http://www.sbma.org.br/)
       12. [Canadian Aerospace Medicine & Aeromedical Transport Association](http://www.asma.org/redirect.php?url=http://www.camata.ca/)
       13. [Civil Aviation Medical Association](http://www.asma.org/redirect.php?url=http://www.civilavmed.com/). **Dr. Northrup** provided update
       14. Commission Internationale Medico-Physiologique
       15. [Corporate & Sustaining Member](http://www.asma.org/redirect.php?url=http://www.asma.org/membership/corp_members.php)s. **Dr. Banta** presented the highlights [report on file]
       16. Danish Aviation and Naval Medical Association
       17. [European Society of Aerospace Medicine](http://www.asma.org/redirect.php?url=http://www.esam.aero). **Dr. Pongratz** presented the report. Have 45 membership organizations out of 32 countries.
       18. [French Aerospace Medical Association](http://www.asma.org/redirect.php?url=http://www.soframas.asso.fr)
       19. [German Society of Aviation & Space Medicine](http://www.asma.org/redirect.php?url=http://www.dglrm.de/). **Dr. Claudia Stern**, their new president, presented the report. The Society will hold next annual meeting in Heidelberg; it will also be their 50th anniversary.
       20. Greek Aerospace Medical Association
       21. Hellenic Aerospace Medical Society
       22. Hungarian Association of Aeromedical Examiners. **Dr. Hardicsay** presented the highlights of their report.
       23. [Iberoamerican Society of Aerospace Medicine](http://www.asma.org/redirect.php?url=http://www.aibama.org). **Dr. Ricuarte** presented the highlights
       24. International Association of Aerospace Dentistry
       25. Israeli Society of Aerospace Medicine
       26. Italian Aviation & Space Medicine Association
       27. [Japan Society of Aerospace & Environmental Medicine](http://www.asma.org/redirect.php?url=http://wwwsoc.nii.ac.jp/jsasem)
       28. Middle Eastern Society of aerospace Medicine
       29. Norwegian Association of Aviation Medicine
       30. Romanian Society of Aerospace Medicine
       31. Royal Netherlands Association for Aviation Medicine
       32. SAFE Association
       33. Slovenian Aerospace Medical Association
       34. Society of NASA Flight Surgeons
       35. South African Aerospace Medical Society
       36. Space Dermatology Foundation
       37. Spanish Society of Aviation & Space Medicine
       38. Swedish Aviation & Naval Medicine Association
       39. Undersea and Hyperbaric Medicine Society
11. **NEW BUSINESS** None
12. **DATE OF NEXT MEETING: NOVEMBER 16, 2011 – HOLIDAY INN, ALEXANDRIA, VA**
13. **ADJOURN** at **1345**

Respectfully submitted,



Arleen M. Saenger, MD, MPH

Secretary



Jeffrey C. Sventek, MS, CAsP

Executive Director

**GOVERNANCE ATTACHMENTS**



**EDUCATION & RESEARCH ATTACHMENTS**





**MEMBER SERVICES ATTACHMENTS**



**REPRESENTATION & ADVOCACY ATTACHMENTS**



**INTERNATIONAL SERVICES ATTACHMENTS**



**CONSTITUENT ORGANIZATIONS ATTACHMENTS**





**OTHER REPORTS ATTACHMENTS**

