

**Aerospace Medical Association**

**Council meeting minutes – JOINT SESSION**

**Hilton San Diego Bayfront**

**San Diego, California**

**May 15, 2014**

**AsMA Joint Council Meeting**

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**Welcome**

Jim Webb, President, called the Joint Session of Council to order at 7:00 a.m. on Thursday, May 15, 2014.

**Education and Research (Martindale)**

**• Continuing Education Survey**

Valerie Martindale reported that they had combined the comments received during the Council meeting earlier this week with those received during the week regarding consulting with internationals. Valerie moved that the survey be approved in its current form with the provision that they will discuss it with the internationals before sending it out. Jim asked if motion included flexibility for minor changes later? Valerie expanded her motion to include that provision and noted that the purpose is to get best product possible in a short period of time. The motion was seconded and passed unanimously by voice vote. **(CLOSED)**

* **Report of the Representative to the Aerospace Physiology Certification Board.**

Vince Musashe reported the results of the seven indivuals who passed the Aerospace Physiology Certification examination, requesting approval for certification from the Association. They are Babak Alagha, Christopher Cooper, Kathryn Hughes, Daniel Immeker, Mari Metzler, Christopher Murr, and William Scheeler. Vince moved that they be Certified in Aerospace Physiology. The motion was seconded. During the discussion, Jim Webb asked if it was a tough test. He was assured that the test was indeed difficult, including many questions on renal physiology. The motion passed with one abstention. **(CLOSED)**

The second motion was for the Chair for the 2015 Aerospace Physiology Certification Board. The outgoing chair is Heath Clifford. The new chair for this year is Wes Davis. Vince moved that Wes Davis be approved as the Chair of the 2015 Aerospace Physiology Certification Board. The motion was seconded. No discussion occurred. The motion passed unanimously. **(CLOSED)**

The third motion was for new members to the Aerospace Physiology Certification Board. Nominees are active members of AsMA. They are Deborah White, Amber Biles, and William Tyler Scheeler. Vince moved that the three individuals be accepted as new members of the Aerospace Physiology Certification Board. The motion was seconded. No discussion occurred. The motion passed unanimously. **(CLOSED)**

Jim Webb said that we need to identify a member of Council and Board Certified in Aerospace Physiology to be the representative to the Aerospace Physiology Certification Board from the AsMA Council. Valerie Martindale moved that Vince Musashe be the AsMA Council representative to the Aerospace Physiology Certification Board. The motion was seconded. No discussion occurred. The motion passed with one abstention. **(CLOSED)**

* **Unfinished Business**

No unfinished business was identified.

* **New Business**

Fred Bonato reported for the Editorial Board. The Board met Tuesday morning. Among the items on the agenda was finalizing the appearance of the layout of the journal, including the internal pages and the front cover. Fred passed around to Council members a copy of the near final version. He said that another change might be made but wanted to show the latest version to Council. Phil Scarpa noted that the change might involve making the silhouette more gender-neutral. Pam Day said that there was a 2/3 vote from the Editorial Board to move ahead with the cover as is if it is not possible to come up with an active, slightly less masculine, more gender-neutral, silhouetted figure. Jim suggested that they could put 2 silhouetted figures on the cover, one slightly smaller than the other. It was decided to leave the decision up to the Editorial Board. **(INFO)**

Jim Webb brought up an issue that needs to be considered by the Bylaws Committee. He noted that the bylaws do not refer to the Editorial Board, but instead the Advisory Editorial Board. However, the name of the board listed on the inside front cover of the journal is the Editorial Board. Jim recommended changing the name of the Board in the bylaws. Phil Scarpa said that the Bylaws Committee should remove the word “Advisory” from the name used in the bylaws. **(INFO)**

Fred Bonato mentioned the news section of the journal, which has been dwindling over the years. They plan to try to move the news section to the web site and perhaps issue a quarterly newsletter via a PDF that would include all of the news items. **(INFO)**

**Member Services (Belland)**

* **Unfinished Business**

Joe Dervay, Chair of the Membership Committee, asked Council to confirm the identity of the Constituent members of the Membership Committee who had not attended the meeting on Monday morning.

* **New Business**

No new business was identified.

**Representation and Advocacy (Vermieren)**

* **Unfinished Business**

Eilis Boudreau, Chair of the ad hoc committee on Obstructive Sleep Apnea (OSA) discussed the status of the OSA Position Paper. Eilis said they met with ASAMS. They will move forward with the OSA Position Paper. They have changed the paper to reference the ASAMS clinical practice guidelines. The team working on the paper will then help ASAMS revise the clinical practice guidelines (CPGs). They will then try to have both documents published in same edition of the journal. She suggested this interaction as a model for the future. Before writing a position paper, the committee should determine if there is a CPG on the issue. It’s a good way to highlight the CPG and coordinate their positions. Carol Manning moved to accept the position paper. The motion was seconded. Phil had a question about whether the ad hoc committee circulated the paper sufficiently. Mark Mavity indicated that ASAMS was satisfied with the paper. The motion passed unanimously. The OSA position paper will be submitted to the journal. **(CLOSED)**

Jeff indicated that Council needed to go back to the Member Services report to vote on the Society of NASA Flight Surgeons (SNFS). Greg Bendrick of SNFS said that there has been a lot of discussion about the definition of membership to specify that members of a Constituent Organization must be members of AsMA. After changes were made to the SNFS constitution and bylaws, they were reviewed at the SNFS business meeting yesterday. The proposed changes were passed unanimously. The Constitution and bylaws are now the official Constitution and bylaws of the Society. Jim Webb noted that Council prematurely voted to accept SNFS as a Constituent Organization so it was necessary to verify the approval through another vote. Alex Garbino moved to approve the Society of NASA Flight Surgeons as a Constituent of AsMA. The motion was seconded. Phil Scarpa noted that allowing Partners to have a role in Constituent organizations was a good precedent and said that this organization would be a great addition. Jim Webb said that other Constituent organizations should use the same language to describe its affiliated partners and refer to them in a separate article, not under Membership. The motion passed unanimously. **(CLOSED)**

* **New Business**

No new business was identified.

**International Services (Gradwell)**

* **Unfinished Business**

David Gradwell indicated that the meeting will occur this morning to discuss gaining recognition globally. He also said that he hoped that discussion of continuation of the Surgeon Generals meeting would occur later. David said that publisher of John West’s textbook donated 2 copies of the book to AsMA for the raffle. The President will draw two names from the bucket right before the lecture. **(INFO)**

* **New Business**

No new business was identified.

**Governance (Scarpa)**

Phil Scarpa requested identification of constituent organizations’ representatives to Council and to the Nominating Committee. Glenn Merchant is chair of the Nominating Committee this year. Jeff Sventek requested a name, email address, and telephone number for each Council member and each representative to the AsMA Nominating Committee. **(INFO)**

* **Unfinished Business**

All bylaws changes were passed at the Business Meeting. There will likely be more changes next year. **(INFO)**

* **New Business**

Phil announced the three chairs of committees overseen by the VP for Governance. Glenn Merchant will be chair of the Nominating Committee. Denise Baisden will be Chair of the Bylaws committee. Treasurer is Joe Ortega. **(INFO)**

* **New Business**

It was discussed during the Council meeting on Sunday that the ACPM is doing away with the Aerospace Medical representative and going to a Member-at-large position. Bob Orford suggested replacing the ACPM position on Council with an AMA representative (called “delegate”). There is precedent for this because many state medical associations often include their delegate to the AMA on their Council. It would be an easy way to ensure that the connection with ACPM would be maintained and also provide an opportunity to bring forward resolutions and other business to the AMA from AsMA. Joe Ortega, as the current sitting AMA delegate, said that it would make sense to take this action. Jeff noted that this change would make sense but would require a change to the bylaws. **(INFO)**

**Installation of New President (Webb to Scarpa)**

Jim Webb said that approval of three Members-at-Large for the Executive Committee was required. Phil Scarpa selected Yael Barr, Alex Garbino, and Volker Damann. Phil moved that the three individuals previously named be accepted to his Executive Committee. The motion was seconded and passed by unanimous vote. **(CLOSED)**

Joe Ortega moved that Bob Orford continue as Parliamentarian of AsMA. The motion was seconded and passed by unanimous vote. **(CLOSED)**

Jim Webb then transferred power to Phil Scarpa. Jim thanked everyone on Council again. He noted that the past year was a fun and busy year. Phil commended Jim for his 2014 AsMA accomplishments and provided a framed certificate annotating them. The final accomplishment was that Jim had been a mentor to Phil through the past year. Phil then awarded Jim with a medallion from the space program that had been to the moon and back.

Phil Scarpa then talked about his initiatives for 2015. He mentioned the challenges that AsMA is facing but said that we should reflect on why we are in AsMA and in the aerospace field. Phil believes that we are in AsMA to make a difference, to improve both today’s world and our future. Phil thinks we lose that vision a little bit in the day-to-day grind but it’s a good thing to reflect on that. Phil said he has asked of our members to submit a story for the President’s Page about how they have influenced the field of Aerospace Medicine through AsMA. Sometimes we fail to notice that AsMA is a tremendous advocacy group that adds value to what we do in our daily lives. He asked Council members to submit their stories to him.

Phil said we need to concentrate on Membership. We are an important organization throughout the world but we have some issues with declining membership. Phil said he would task the Vice Presidents with taking action to increase the membership. Phil’s next goal is to advertise AsMA’s added value. Added value is the person-to-person interaction we get from the meeting that we can’t get remotely. AsMA can provide advocacy by speaking on the behalf of members who are unable to communicate their positions. In addition, Phil wants to strengthen communications. This can be done through the website and social media. These can help us get the word out about how to help members and provide connectivity. In that area, we’ve formed an Ad hoc social media committee, started a Face Book page, will support the web page. Phil said he had been tweeting this week. These efforts are being done to reach out to future generations who will attend these meetings in the future. Dan Buckland is chairing the ad hoc committee.

Phil identified Finances as an important area of focus. We can’t continue dipping into our reserves. With Kris Belland’s help, Phil wants to set a financial goal. We need to have that endowment in our coffers so we can live off the interest. That may require changing our investment strategy. Phil said he was going to task our VP of Governance to identify a business goal. Phil said he had talked with the Treasurer and Finance Committee about looking at identifying a business goal, diversifying revenue streams, setting up a corporate tiered structure, and reviewing our investment strategy. Phil wants to develop a 20-year financial plan. Phil said he had approached the AsMA Foundation about helping AsMA– they are willing to conduct capital campaigns for us and call for endowments dedicated to the operations of AsMA.

Phil noted that Internationals comprise 30% of the AsMA organization and 30% of meeting attendees. Phil believes that the internationals feel disenfranchised. We need to help them feel that they are receiving value from this US-based organization that emphasizes world-wide issues. Phil tasked the VP for International Services with finding ways to provide incentives for membership and attendance for internationals. Phil suggested providing them with more attention in the journal. He wants to find a way for AsMA to publish the reports of international affiliate organizations.

Phil said that he thought a Space Medicine Committee is needed to represent some space medicine issues throughout the year. A committee would be a more formal way of identifying space-related issues for our review. In particular, Phil wants to emphasize medical guidelines and commercial space flight. Phil said he wants to identify knowledge gaps for research in all of aerospace medicine and wants to continue to place aerospace medicine resources on the web.

Phil said he wants to introduce more transparency in the Nominating Committee. He wants the Nominating Committee to announce when the nominations are open and announce the ballot before the meeting. He said that he wants every position paper to be distributed to everyone for review to identify possible issues in advance. He assigned responsibility for coordinating this review to the Resolutions Committee. Phil said that he had informally created a Presidential Advisory Panel consisting of members outside of Council. Members will identify issues for consideration.

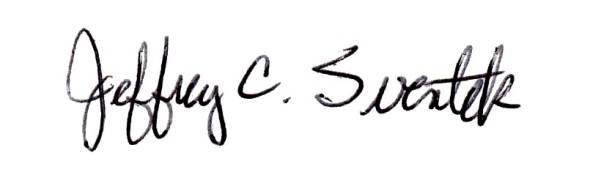
Finally, Phil said that the overarching thing above all individual goals is the Strategic Plan. This is something that is needed to integrate all individual ideas into a single plan. Phil said that one of his initiatives this year will be to endorse Kris’ activities to bring ideas for improvement together into a formal document.

**Future Meetings of Council and Executive Committee (Scarpa)**

Phil Scarpa then welcomed new members of Council for this year. He then noted the future meetings of Council and ExComm as shown on the agenda. He said that the next meeting will be the ExComm meeting on Friday morning (May 16). It will not be a closed meeting – everyone is invited to attend. **(INFO)**

Jeff Sventek announced that the ExComm meeting on Friday will be in the Sapphire Boardroom. He then discussed getting a very good room rate for the November meetings but said that the meetings would have to be shifted by one day. That change was reversed later. **(INFO)**

Jim Webb moved to adjourn the meeting. Motion was seconded and passed unanimously. The meeting adjourned at 7:48 a.m.

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

Secretary Executive Director