

**Minutes of the**

**Aerospace Medical Association**

**Council Meeting**

***May 12, 2013***

**Sheraton Hotel and Towers**

**Chicago, Illinois**

1. **WELCOME**

President Glenn Merchant (GM) called the meeting to order at 0902 Hrs. He welcomed those in attendance. Council members and others in attendance introduced themselves.

***Review and Approval of the Council Meeting Agenda and Related Extractions***

A ***motion*** by Dwight Holland (DH ) to review and approve the Council meetings’ agenda, attached to this document as part of the Council Meeting Book (CMB p. 2), was unanimously approved. There were no extractions selected for discussion – the subsequent ***motion*** to approve the Consent Agenda was approved unanimously (1st James Webb (JW); 2nd DH).

***Approval of Minutes***

A motion (1st DH) to approve the minutes of the last Council meeting (CMB p.6), held on 14 November 2012, were approved pending the following changes: correct Chuck Fisher’s name (p. 7); clarify Dr. Strughold is considered the father of space medicine, not aerospace medicine (p. 9), and correct the misspelled word “recuse” (**CLOSED**).

1. **GOVERNANCE REPORTS**

***President’s Report***

GM called attention to the success of the impending meeting, given that it had been considered for cancellation due to the travel restrictions and related financial difficulties many organizations are facing. He stated that over 1,000 participants had registered to the meeting. He congratulated the efforts of Jeff Sventek (ED) and his staff for the planning of the meeting and conquering the many challenges presented by Chicago, an expensive though exciting city.

GM also thanked the efforts of JR Heil relative to AsMA membership and its improved status - the continued decreasing trend in numbers has stopped and it appears that we are now in an upward trend. GM further noted that international aerospace medicine is doing well and he especially recognized Singapore members for their dedication as that country recently recognized aerospace medicine as a specialty.

GM thanked the ED and his staff for their activities in the preparation and publication of the new AsMA website and urged all members to visit and take advantage of it, as it was formulated to keep our membership engaged. The President’s report is attached (CMB p. 16).

***Executive Director’s Report***

ED thanked Walt Galanty and his staff for their help in preparing for the AsMA meeting. He offered an example of Walt’s talents: the initial quote for power to be provided for execution of the various AsMA 2013 sessions during the annual conference was $30 K. Walt negotiated this cost down to $20 K including Wi-Fi for 500 participants and 8 internet drops.

ED provided a summary of the registration results, which totaled 1,033 advanced registrants, which included 473 members, 199 non members; 63 residents, 89 students, 79 FAA personnel, 122 exhibitors (all posts sold except 1); 623 U.S. and 410 non-U.S. attendees, the latter representing 54 nations.

ED announced that the 2017 AsMA conference will be held in Denver, CO and that the proposed sites for 2018 will be presented to the Executive Committee of AsMA (EcComm) during the summer meeting of 2013.

Next, the ED described AsMA’s support of the European Flight Surgeons Conference (EFSC). Along with the help of Dr. Mark Coakwell, AsMA offered the use of its website and prepared it to facilitate registration to the EFSC conference.

The AsMA membership was discussed in terms of its numbers from 2008 to date (CMB p. 19). One of the most significant changes was that concerning Emeritus members; this portion of the database has been updated. ED thanked Chuck Fisher (CF) support of membership activities.

ED then discussed our probationary status with the Accreditation Council on Continuing Medical Education (ACCME). This status principally concerns the change in and clarity of the definition of a “commercial interest” as it relates to financial relationships amongst session presenters and vendors (CMB p.20). Eilis Boudreau (EB) confirmed the difficult situation as the ACCME requirements are continuously changing and it is a challenge to keep track of these changes almost to the point of monitoring the ACCME website on a daily basis. EB congratulated the ED in his incredible and excellent performance in addressing ACCME requirements. Next was discussed the need to develop a strategy to AsMA’s CME planning, tracking (forms), and continued improvement, including assessing its current organization into 5 program areas.

Nora Taylor congratulated ED and his team on their efforts regarding the AsMA membership of nursing professionals, in particular improvements to the AsMA website and AsMAs’ relationship with the Virginia Nurses Association. The ED report is attached (CMB p. 18).

***Treasurer’s Report***

Joe Ortega (JO) provided his report as presented in the attachment to this document (CMB p. 21). In sum, as of December 2012, revenues are $1,319,748, expenses are $1,280,422; net income is $39,326 (deferred revenue is $20,196).

The option to consolidate the multiple accounts (e.g., Reinartz, President, Reserves, etc.) into one consolidated account was discussed in terms of facilitating tracking and reducing maintenance costs.

The discrepancy present for many years on the amount that was initially available from the Reinartz Endowment ($16 K vs. $25 K) was discussed next. A portion of this account is based on steel stocks, which current valuation per ED is $1,820. The option to change the stock to assets other than steel was considered. Mark Campbell recommended a review of the pertinent minutes to determine the amount of the endowment as originally formulated. A ***motion*** for the financial committee to research the Reinartz endowment and report findings to the ExComm was unanimously approved (1st Belland; 2nd Anzalone). An amendment to the ***motion*** was similarly approved (1st Bopp; 2nd DH). Said amendment requested the review to include recommendations on the disposition of the stock and the tracking of the funds.

GM recommended that the Fellows and President funds be consolidated into one so as to avoid maintenance fees and exercise benefits from the former resource, as it currently is only used to fund new Fellows’ dinners as they are inducted to that status. As a result of these discussions, a ***motion*** was presented to consolidate the Fellows and the General AsMA account – said motion was unanimously approved (1st GM; 2nd Taylor). An amendment to the ***motion*** was similarly approved – said amendment required the concurrence of the Fellow’s Chair to merge the accounts (1st MC; 2nd DH).

GM noted that we now have a responsive and attentive financial advisor in Glenn Mohn whereas in the past, such service was costly ($25 K/annum) and its benefits basically nil. JO confirmed this improvement as evidenced by our financial documents.

The discussions continued with the recommendation that AsMA diversify its investments; questions regarding the projected income from the Chicago conference ($250-300 K); and the good decision made in not cancelling the same as it would have produced a fee of over $1 M. ED assured the Council that planning for the San Diego meeting in 2014 has been long underway to tackle the expected difficulties (travel restrictions, sequestration) in securing sufficient attendees to the conference.

Questions by several members of council followed. These were regarding AsMA’s investment portfolio, the protection of the same, and whether or not member input regarding these investments was permitted. JO clarified that while AsMA provides guidance (automated buy/sell points, risk tolerances) regarding these investments, it is Glenn Mohn who was hired to manage AsMA’s investments and that AsMA relies on his expertise. The audience was welcomed to offer investment advice during Finance Committee meetings, such as the one scheduled during the AsMA conference, Tuesday at 0700 Hrs, to which all were invited. The Treasurer’s report is attached (CMB p. 21) (**INFO**).

***Open Action Items***

Consolidated Dues AsMA & Constituents

The ED provided the background for this effort: It is desired to implement a process for a unified dues payment process. Ideally, all constituent organizations would participate, but there is no need to do it immediately / at once. Some constituents have volunteered to participate as a test-bed case (e.g., Aerospace Physiology Society, American Society of Aerospace Medicine Specialists, and others). The implementation strategy is ready for deployment pending approval by Council as it will cost approximately $7,500 to incorporate this utility in the AsMA website. GM endorsed the strategy and CF urged it in that this service was requested by the members a long time ago. Thus, a ***motion*** was presented to move forward with the effort (1st CF; 2nd DH), limited to $7,500 (Jim Webb - JW). Discussions ensued regarding the concept behind it, participants, the complication presented by life-membership, fees associated with the service (estimated to be 5%), and the assurance that this service was not a lucrative activity. The motion passed unanimously. All involved with this project were congratulated. Details of the same are attached (CMB p. 31) (**OPEN**).

Increased Human Performance Focus

The ED announced the proposed change of name of the Aerospace Human Factors Committee to Aerospace Human Performance Committee. JW clarified such proposal was being considered by the Bylaws Committee, including the exact language to be incorporated in AsMA Bylaws for review by ExComm in August 2013. JW urged members that if human performance is a topic of interest, to include such comments in the conference evaluation form. Details of this issue are attached (CMB p. 38) (**OPEN**).

Useful Tips For Airline Travel

The subject brochure was presented to the members with a ***motion*** for its approval and posting in the AsMA website (1st Scarpa; 2nd Anzalone). The motion was approved unanimously after discussions regarding its title and the review process it underwent through ExComm and the Aviation Safety Committee. The brochure is attached (CMB p. 40) (**CLOSED**).

Conflict of Interest Form for Council Members

The AsMA Conflict of Interest (COI) Policy (CMB p. 44) for Council members was presented to the audience with a ***motion*** for its approval (1st JO, 2nd Gradwell). Such policy and related form was borrowed from the American College of Preventive Medicine and has been reviewed and approved by our legal counsel. The motion was approved unanimously after discussions regarding the required signature (original vs. faxed), its relationship to AsMA’s ethics policy, and the nature of the members participation and contribution to AsMA Council, perceived or otherwise (e.g., military vs. professional vs. government.). It was resolved that the COI policy was applicable to all Council members regardless of their uniform/dress or organization (**CLOSED**).

Bylaws Changes

The proposed bylaws changes (CMB p. 51) were presented to the audience with a plea to attend the AsMA Business Meeting so as to ensure a quorum for their approval by the association at large (**INFO**).

Child Restraint Systems

A Position Paper regarding Child Restraint Systems and Airline Travel (CMB p. 56) was completed by the Air Transport Medicine and Aviation Safety Committees. The members of said committees were applauded for their effort. A ***motion*** was presented for the publication of this guidance in the AsMA website (2nd Scarpa). The motion was approved unanimously (**CLOSED**).

Biographical Data in IMPak

The ability to post biographical data in the AsMA website is being developed. Such tool will allow updates as members attend AsMA events and related activities (awards, nominations, titles). Its integration with other data such as that from constituent organizations was recommended for the future. ED and Giselle Vargas are active in completing this task, currently in its test phase and planned for demonstration in November 2013 (**OPEN**).

Policy Compendium Review

Discussions continued regarding the multiple position papers, policy statements, procedures, and other documents in the AsMA website that must be reviewed as to their current status, pertinence, publication (form and location), quality/review process (i.e., “trust but verify” contents), standardization, and archiving. In general, the material needs to be refreshed and such activity was discussed to be assignable to the Resolutions Committee or an ad-hoc group (**OPEN**).

Corporate Sponsor Support

Members next discussed the support of AsMA corporate and sustaining sponsors. Said sponsors are concerned that too many people (principally from constituent organizations) are approaching them for financial assistance. These appeals for support are disorganized and are becoming excessive; they will likely jeopardize current sponsorship of events. Various ways to address the situation were discussed by Council, including a centralized process through the Corporate & Sustaining Committee and AsMA formulating a list of opportunities for the sponsors’ consideration and choosing. The problem was deemed important and difficult - thus requiring further evaluation for its resolution (**OPEN**).

Capital Campaign

The Chair of the Communications Committee, Joe Dervay presented the letter to be sent to all AsMA members and sponsors announcing the AsMA Website Capital Campaign and seeking a donation for its further development (CMB p. 65). A ***motion*** was presented to approve the letter and its distribution to the intended audience. The motion was approved unanimously. Council was reminded that donations will be tax deductible and that a website link will be provided to facilitate the process (**CLOSED**).

***Nominating Committee Report***

The 2013 AsMA slate of officers was announced by Jim Webb as follows: President Elect – Phillip Scarpa, Vice Presidents – Kris Belland, Roland Vermeiren, and Valerie Martindale; Members-At-Large – Anthony Artino, Yael Barr, Alejandro Garbino, Quay Snyder, and Warren Silberman; Secretary – Carol Manning; and Treasurer – Joseph Ortega (see p. 67 of CMB) (**INFO**).

***Awards Committee Report***

The 2013 AsMA awards nominations were reviewed by a committee of 20 members. The winners list was presented to council and noted was that the results are no longer considered secret so as to provide an opportunity to the winners to share and celebrate their achievement. Page 68 of the CMB lists the winners. Kris Belland was highly congratulated for his leadership in the performance of this task. It was announced that Cheryl Lowry is the incoming Chair of the committee (**INFO**).

***Committee Chairs***

Next presented by Jim Webb was the list of AsMA Committee Chairs (CMB p. 69), including those named in accordance with AsMA Bylaws, those who remain in their position, and those who were newly elected as Chairs (**INFO**).

***AMSRO Scholarship***

The AMSRO Scholarship winner was announced to be Sarah-Blythe Ballard (**INFO**).

***Spotlight Issues***

#1 (Merchant) – Increase CME/MOC Offerings Outside Annual Meeting

GM noted that the AsMA meeting was important, especially regarding CME opportunities for physicians. He also noted other professionals who consider the AsMA meeting important for their professional development are physiologists, nurses, etc. The issue of CME was further discussed by Council members including (1) the role the AsMA journal and website could play in the same; (2) the approach the American Medical Association uses to secure CME credits; (3) the need to develop a program to offer a wide variety of CME opportunities to our members; (4) the caution to also focus on non-CME related benefits of the association, for its non-physician and international members – so as not to drive them away from the association; (5) the need to identify/hire an expert on the issue of CME so that what AsMA develops as a program is durable, traceable, intuitive, and complete; (6) the need for the program to encompass the needs of the membership at large – including international interests and the integrative/synergistic opportunities other associations may offer; (7) the need for Fellows to become engaged as many are luminaries in their respective specialties – note the call for a Speakers Bureau from their members has not been successful to date; (8) the value of considering how other organizations (in the U.S. and abroad) have developed CME or similar efforts, specially those whose membership include all fields of the health sciences and related professions; (9) the unique nature of our profession, AsMA being the only organization that focuses on this topic; (10) the possibility of conducting a survey to assess membership preferences on this issue and how they currently fulfill their CME or other education credit requirements; (11) the caution not to so focus on methods that would discourage the need for an annual face-to-face conference (and the need to codify such type of meetings) or CME fees that would discourage participation in the program. As ideas and concerns were presented, members realized the urgency of the topic and the need for financial resources to ensure an exemplary result.

A ***motion*** was then presented to conduct a survey to assess what the membership wants in terms of CME and other education credit opportunities offered (or to be offered) by AsMA (1st Belland; 2nd Taylor). Discussion continued until a *question* was posed for Council to conclude discussions and vote on the issue at hand (1st DH, 2nd Forster). The motion was then approved unanimously (**OPEN**).

Another ***motion*** was posed next - to secure funds for an education consultant, with as wide expertise as possible, to support the ED in CME program development (1st Belland; 2nd Taylor). An *amendment* to said motion was then presented by Fisher – for the ED to present a proposal that includes contractor personnel support for the development of a CME/education accreditation program, such proposal to be prepared for review by November 2013. Discussions followed where it was noted that such proposal was too soon to prepare and that it would benefit first from the survey recently approved by Council. As a result of these cautions, the motion and its amendment were withdrawn. Details of the CME issue are in p. 70 of the CMB.

#2 (Sventek) – Potential Sale of AsMA Building

A ***motion*** was presented for AsMA Council to approve the ED to enter discussions with Mr. Rick Sada of McEnearney Commercial Real Estate and National Trade Productions for the potential sale of the AsMA headquarters building (1st Anzalone; 2nd Ortega). Several issues were next contemplated: (1) the need to consider alternate sites for headquarters (i.e., why stay in VA); (2) the initial cost of the building and potential sale profits; (3) the effect of the sale on the staff and their preferences; (4) the potential benefits of leasing (and not leasing) a building, if indeed the current one is sold; (5) the cost of the opportunity loss – if the building is not sold; (6) the location, historical, and emotional value associated with the building (brick & mortar home); (7) the fact that the potential financial gains generated from the sale are not needed and that the investment is safe as it currently stands; (8) the size of the current building – too large? AsMA membership was ~ 5,000, we are not so large now… Or will the extra space be needed in the future (growth)?; (9) the option to relocate and rent the entire building. Discussions concluded with the following votes: Yes (7); No (15); Abstain (3). The motion was not approved. Details on this issue are described in p. 76 of the CMB (**CLOSED**).

***Consent Calendar***

The following reports were not directly discussed during the council meeting as these were part of the approved Consent Agenda. These reports are attached as follows: Pages 81-91 of the CMB present the AsMA Committee reports. Pages 92-103 of the CMB present the AsMA Constituent reports. Pages 104 – 110 present the AsMA Liaison reports. Pages 111 – 150 present the AsMA Affiliate reports. Pages 151 – 159 present the association’s journal, Editor, Foundation, and Associate Fellows reports. The remainder of the CMB provides other information and references.

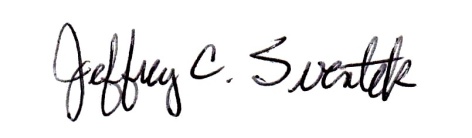
***New Business***

The Reinartz Endowment will be used to add a plenary session to the AsMA conference, likely the Tuesday of AsMA meetings (**OPEN**).

GM announced that there will not be a President’s Reception this year of AsMA conference due to the difficulties we faced in securing attendance to the meeting.

***Adjourn***

The AsMA Council meeting was adjourned at 1424 Hrs as the President thanked all the members for their hard work and recognized the Committee Chairs for their support.



Estrella Forster, PhD, FAsMA, FNavair, PMP Jeffrey C. Sventek, MS, CAsP, FAsMA

Secretary Executive Director

