

**Minutes of the**

**Aerospace Medical Association**

**Council Meeting**

***November 14, 2012***

**Sheraton Suites Old Town Alexandria**

**Alexandria, VA**

1. **WELCOME**

President Glenn Merchant (GM) called the meeting to order at 0900 Hrs. He and the Executive Director (ED), Jeff Sventek, welcomed those in attendance and thanked them for their efforts, especially during the Thanksgiving season. Council members and others in attendance introduced themselves:

Anzalone, Fanancy – Immediate Past President

Belland, Kris – Member-At-Large

Bernstein, Stephen – US Army Aviation Medical Association (USAAMA)

Bonato, Fred – Editor, Aviation Space and Environmental Medicine (ASEM) Journal

Bopp, Genie – Member-At-Large

Brown, Lex – International Association Of Military Flight Surgeon Pilots (IAMFSP)

Campbell, Mark – VP Education and Research

Chough, Natasha – Aerospace Medicine Student/Resident Organization (AMSRO)

Dalitsch, W III – Member-At-Large (and Chair, History & Archives Committee)

Dervay, Joe – Member-At-Large (and Chair, Communications Committee)

Fisher, Chuck – VP Member Services

Forster, Estrella - Council Secretary

Gradwell, David – VP International Services

Guilleran, Louis – Society of USN Fight Surgeons

Holland, Dwight – Aerospace Human Factors Association

Johnson, Robert – Member-At-Large

Knight, Ken – Society of USAF Flight Surgeons

Landsman, Gordon – Airlines Medical Directors Association (AMDA)

Mapes, Peter – AsMA Fellows Group

Merchant, Glenn – President

Ortega, Joe – Treasurer

Rhodes, David – Member-At-Large

Ritter, Diane – American Society of Aerospace Medicine Specialists (ASAMS)

Scarpa, Philip – VP Representation and Advocacy

Stepanek, Jan – Member-At-Large

Sventek, Jeff – Executive Director

Taylor, Nora – Aerospace Nursing Society (and AsMA Registration Committee)

Webb, Jim - President Elect

Woodson, Justin – Member-At-Large

OTHERS

Day, Pam – Managing Editor of ASEM

Debois, Yvette – Chair, Corporate & Sustaining Membership Committee

DeJohn, Chuck – Chair, Resolutions Committee

Fraser, William – Chair, Science & Technology Committee

Galanty, Walt – AIM Meetings

Martindale, Valerie – Chair, Scientific Program Committee

McCormack, Percival – University of Illinois

Rayman, Russell – Aerospace Medical, PLC

Sides, Marian – Chair, Nominating Committee

White, Don – Chair, Human Factors Committee

***Review and Approval of New Approach to Council Meeting Agenda***

The new approach to Council meetings’ agenda was discussed and unanimously approved for adoption for this and future meetings. The benefits of said approach, which includes a “consent agenda” along with a previously sent “book” containing all the committee and other reports, were described, including its greater efficiency: (a) elimination of lengthy oral reports, given these are provided ahead of the meeting – facilitating council members’ preparation for the same; (b) its focus on issues that require Council’s attention and action; and (c) its intent for improved productivity in communications.

***Extractions and Consent Agenda Approval***

The consent agenda for the meeting was modified to include the AMA Delegate Report, extracted as requested by Joe Ortega (JO) as an item that merited discussion by Council. The consent agenda was then approved unanimously. **(CLOSED)**

***Approval of Minutes***

The minutes of the last Council meeting, held on 13 May 2012, were approved pending minor changes to be submitted by Jim Webb (JW) and Jan Stepanek to the ED. **(CLOSED)**

JO noted that there needs to be a tracking method to address action items resulting from Council meetings and how such items are processed, including their disposition by the Executive Committee (EXCOM) or other parties as applicable. He offered to prepare a “dashboard” of said items to facilitate their appropriate and timely disposition. **(INFO)**

1. **GOVERNANCE REPORTS**

***President’s Report***

GM called attention to the ED Report, which notes that laws are changing, specifically those concerning the IRS. He commended the ED in his efforts to maintain the Association current and compliant with all regulations and recommended AsMA become a member of the Council of American Specialty Societies to ensure the Association is aware of the various changes in regulations pertinent to our organization and issues we struggle with as other organizations do (membership, dues, meetings, etc). **(INFO)**

GM has been visiting with various organizations, including the Flying Physicians Association and the Civil Aviation Medical Association (CAMA). Discussions with these and other groups have focused on membership and the need to identify alternate business models to increase it, particularly in spite of reduced travel budgets. Discussions ensued regarding this issue, which prompts us to consider a change in our approach – from the conduct of a single annual meeting to offering several meetings and webinar opportunities – all implying a change in paradigm and developing marketing/entrepreneurial strategies. **(INFO)**

GM thanked the ED and AsMA staff for their activities in the preparation and publication of the new AsMA website, an effort nicely led by the previous AsMA President, Fanancy Anzalone. **(INFO)**

GM thanked the ED and AsMA staff for their dedication and service to the association, in spite of the difficult times presented by the recent loss of loved ones. **(INFO)**

***Executive Director’s Report***

ED commended Dr. Rayman and his predecessors on their selection of the AsMA staff. Their excellent service to the organization was recognized, particularly in terms of the newly developed AsMA website. **(INFO)**

ED announced that Rachel Trigg’s position description was updated to reflect her duties as AsMA Web Master. This capability allows us to change the website’s contents at will. **(INFO)**

ED reminded all of the loss of Pam Day’s mother and Gloria Carter’s husband. **(INFO)**

ED discussed the AsMA Journal’s contract (renewable every three years) – it was restructured to address IRS requirements and to make it clearly distinguishable from AsMA employees. The contract’s fees, including travel expenses, are now paid in accordance with the completion of projects. A report describing annual contractual activities is also provided to AsMA. ED stressed that all activities and products remained the same. All changes made were to comply with IRS regulations. ED thanked Fred Bonato and Debra Sventek for their service to the journal. **(INFO)**

The AsMA 2013 meeting in Chicago will depend on union labor to support power and audiovisual requirements. As a result, these costs will be significantly higher than normal. Walt Galanty, who is currently conducting negotiations to minimize the financial impact, was applauded for his efforts . He has been extremely successful to date (reduced AV cost from $160 K to $93 K and internet access to $20 K). The situation has nevertheless resulted in a ~$45 K shortfall that may be mitigated by higher AsMA registration and other fees (the attendees were reminded to review the various Reports). Details regarding the availability of power and other issues were discussed next as follows: (1) Power will be available in rooms holding luncheon meetings; (2) Power will be available in rooms holding committee meetings if and only if this has been a requirement in the past – otherwise, committee chairs are to contact Walt Galanty if they MUST have power; (3) all were reminded to not bring LCD (or similar) projectors or AV devices, as these will not function without appropriate AV tools/widgets available only from union labor and not covered by AsMA. **(INFO)**

There will be a need to harmonize the information provided in the AsMA 2013 Abstracts Submission website and the registration fee structure to be published soon (e.g., address non-member registration discount for presenters). **(INFO)**

The AsMA 2017 meeting will be held in Denver, CO. This decision was a result of careful consideration of 47 proposals. Said documents were reviewed to eliminate those cities that offered only unionized services and those venues that offered dates that included Mother’s Day. Five venues were presented to the EXCOM for their consideration. Denver was found to be site most appropriate to meet AsMA’s requirements. **(INFO)**

The membership database was reviewed to eliminate names of members who are deceased and update Emeritus members’ status. There are 2,250 active AsMA members. JO provided membership income details: $386 K in 2010 and $475 K in 2011. Approximately $460 K is expected in 2012. **(INFO)**

***Treasurer’s Report***

JO provided his report as presented in the attachment to this document. In sum, as of September 2012, revenues are $1,180,023, expenses are $1,091,681; net is $148,338 (deferred revenue is $24,338).

A total of 1,200 attendees are expected at the AsMA 2013 meeting in Chicago. Therefore, revenue will be reduced – the projected total is $357,500. Focus on increased marketing of the Chicago meeting was recommended by Council.

The 2012 – 2013 Budget was reviewed in detail. The items were considered in terms of both the ED and the Treasurer’s estimates - their harmonization was accomplished as requested by EXCOM.

The UBS report was discussed in terms of the primary financial goal of the organization: capital preservation. JO is looking forward to energizing the finance committee to evaluate AsMA’s investment decisions to date and has been monitoring issues on the horizon that may affect AsMA’s financial situation, including the need to diversify income opportunities beyond a single annual meeting and the management of discretionary funds. Issues such as maintenance planning, catastrophic contingency funds, and AsMA Foundation support (if found necessary at some future time) were also discussed. JO was congratulated for his efforts, especially his thorough review of the 2010-2013 financial documents. This detailed review will enable future trend analyses and improved budget planning.

The 2013 budget was approved unanimously **(CLOSED)**.

***Bylaws***

MOTION Presented by JW: the Editor of the AsMA Journal is an ex-officio (e.g., without vote) member of Council. The motion was seconded and approved unanimously. **(CLOSED)**

MOTION Presented by JW: the Aviation Safety Committee will from now on be known as the Aerospace Safety Committee. Also, the committee will remove “initiate studies” from their goals, as this activity would require funding, currently unavailable. The motion was seconded and approved unanimously. **(CLOSED)**

MOTION Presented by JW: the Finance Committee Chair’s role was clarified as indicated in the Bylaws report. The motion was seconded and approved unanimously. **(CLOSED)**

MOTION Presented by JW: Article XI – The following three Standing Committees will be added to the Bylaws: Registration, Scientific Program, and Arrangements. The motion was seconded and approved unanimously. **(CLOSED)**

***P&P Manual***

The Policies and Procedures (P&P) Manual was clarified as a living and evolving document. Its latest version was approved by Council, pending the changes necessary in response to the new Bylaws’ language recently approved as shown in the previous section. **(CLOSED)**

It was confirmed that the P&P does require Council approval, per the bylaws, but must also be approved by the AsMA Executive Committee, particularly because of the processes described within the document and which affect various committee functions and officials’ roles. However, concern was expressed about the speed and need of said approval, if the changes to the manual are not substantive in nature. That is, the Bylaws need to be revised so as to allow certain changes to the P&P manual without Council approval (i.e., triage the P&P). **(OPEN – GOV201211-01 Bylaws Revision regarding Policies and Procedures Manual Updates – Bylaws Committee)**

**3. ANNUAL SCIENTIFIC MEETING**

***Status Update***

Valerie Martindale reported that a total of 550 abstracts were received as late as 13 November. There remain some issues to resolve with the company providing the website service, many related to the submission of panels. Pam Day (PD) has been struggling with these difficulties – it has been a learning process – she was thanked for her wonderful performance and patience in keeping the process running smoothly. **(INFO)**

***DoD Conference Policy***

Given AsMA is not a DoD entity hosting the meeting, the Secretary (or Undersecretary) for each military service has to approve attendance to the AsMA meeting by DoD personnel. This is a significant requirement that takes time to achieve. For example, the AMSUS conference was canceled due to the lack of this approval (at a likely significant expense to that organization). AsMA headquarters has been working diligently to address this issue, including discussions with the Air Force Surgeon General (SG), who approves all continued medical education (CME) related travel. As a result of these discussions, the USAF has offered to serve as the lead for all services in pursuing approval for attendance to AsMA 2013. Meanwhile, CAPT Beane is helping us by working this issue with the Secretary of the Navy (SECNAV) to address naval physician personnel (AsMA and other medical meetings offering CME credits). Attendance by Army AsMA members unfortunately will prove more difficult to achieve, as all USA personnel travel to conferences has been frozen through the end of 2012 and specific funding policies for 2013 have not been published. Budget ceiling for DoD attending a non-DoD hosted conference is $20 K (approximately 10 people). This ceiling demonstrates the seriousness of the issue as the amounts do not even cover the basic program requirements that Residents in Aerospace Medicine (RAMs) must complete. Also, the estimated number of DoD attendees at past AsMA Annual Scientific meetings has been about 400.

It was noted that the travel policy changes were not unique to DoD. NASA and other agencies are facing similar budget cuts, as the policy originated in the Office of Management and Budget (OMB) and therefore affects all federal entities.

The American Medical Association has been actively combating the policy, which affects the completion of physician CME requirements, faculty, and medical students. In essence, approximately a drop of 25% in medical conference attendance is expected. The consequences of the policy are considered to be deleterious to education, scientific collaboration, communications, and the number and quality of products (presentations/lectures). In addition, the issue has a significant international impact, as many nations rely on US meetings to complete educational or certification requirements. Also travel restrictions are neither a one-year problem nor do they affect only medical meetings.

The need to explore “conference insurance” was discussed, yet not found necessary for the AsMA 2013 or future meetings. Also, such insurance is very expensive and does not address number of attendees to a meeting, it only concerns impediments such as those caused by natural disasters. **(INFO)**

***Nurse Continuing Education***

ED thanked Yvette DeBois, Kim Barber, Nora Taylor, and Marian Sides for their efforts in reinvigorating the nurses to participate in AsMA conferences and the revamping of AsMA activities to address nursing professionals’ accreditation requirements as established by the American Nurses Credentialing Center. **(INFO)**

**4. Accreditation Council for Continued Medical Education (ACCME)**

AsMA is currently undergoing review of its CME program by the ACCME. An interview of the ED and Dr. Eilis Boudreau (EB) was conducted on 1 November 2012. The discussions were successful due to the ED and EB’s preparation. The interview resulted in 1 recommendation for improvement: the conduct of a survey of physicians following the AsMA meeting, to assess their improvement (e.g., determine if their practice has changed as a result of what they learned at the AsMA meeting). The ACCME review will be completed in March 2013, when AsMA will learn of its accreditation status, likely to be approved and valid for the next 4 years. **(INFO)**

**5. JOURNAL NEWS**

Pam Day (PD) proposed to remove the News section from the Journal as it is better suited for posting in the AsMA website. She will be developing a readership survey concerning this proposal. She will also be developing and archiving mechanism for this type of content (i.e., from the President’s page and onward). **(OPEN – E&R201211-01 Journal Survey – Pam Day)**

**6. MEMBERSHIP**

Chuck Fisher presented progress to date regarding the consolidation and payment of dues (AsMA’s and associated organizations’). Discussion ensued regarding the timing and payment of these dues such as: (a) date of payment in terms of anniversary vs. rolling vs. fixed cycles; (b) multiple memberships; (c) life membership; (d) reluctance to participate in such a centralized system because of concerns with independence and control of own funds – a trial/pilot program/project was recommended for participation by those constituents willing to participate/explore the option (test it out); (d) a service fee to implement this effort will be necessary, up to 5% is probable (estimate is ~3% to pay-pal or credit card company); and (e) the varied requirements for membership demanded by each constituent organization are not necessarily in concert with AsMA requirement to achieve such status (i.e., each member be a member of AsMA).

The ultimate goal is to formulate a single centralized system that would be able to accommodate all constituents’ needs and yet not develop a service that would need constant revisions. Benefits of the centralized fee processing system were highlighted including (a) facilitates reporting: own and to other groups – i.e., improves accounting procedures (membership and finance tracking) and (b) integrates databases– facilitating planning, reconciling, and data integrity.

The meaning of a constituent organization was discussed at length in terms of the difficulty some members have in maintaining membership in AsMA and thus allowing a constituent organization to remain as such. It was also stressed that such organizations must ensure (a) their bylaws are in agreement with AsMA’s bylaws and (b) their information is accurate in the AsMA website. **(INFO)**

**7. NEW AsMA WEBSITE**

***Website Demonstration***

The new AsMA Website was demonstrated to the attendees by the ED. The ED thanked Rachel Trigg, Giselle Vargas and Pam Day for their support in developing the website.

The ED requested volunteers to support the contents of the aerospace medicine topics and pictures presented in the main page of the website (top side), such as the preparation of refresh and additional pages to provide details expanding the information presented in the front page.

ED highlighted (a) the Events Calendar section. Events would be submitted to the ED for approval and publication in said calendar – such updates could be pushed out to the members as these develop; (b) the Question of the Day section, which could be pushed as an RSS (rich site summary) as well, to attract visitors to the website; (c) the Ask the Expert section, manned by Dr. Russell Rayman and others; and (d) the links to related organizations, such as the Aerospace Physiology Society.

***Advertising in the Website***

The advertising space shown on the top and bottom banners of the AsMA website is offered by MultiView, a Texas company. These banners are available for purchase; AsMA commission for the sale of this space is 30%. **(INFO)**

***Website Capital Campaign***

Joe Dervay discussed the Website Capital Campaign, which continues to seek funds, as another ~$30 K is needed to complete planned improvements (further integration of data, addition of tools, etc.). The goal is to collect these funds by May 2013 with the assistance of members ($5-$10), AsMA Foundation, Constituents (e.g., $500), and others. ED reminded all that the donation would be tax deductible.

Several methods were discussed to increase donations, including adding the issue as a line item when seeking payment of the AsMA annual dues or sending a blast letter seeking donations. Dervay also reminded all that the website is a result of efforts initiated by ED, Carol Manning, and others long ago, and thanked them for their dedication. **(INFO)**

**8. SPOTLIGHT ISSUES**

***Conflict of Interest (COI) for Council Members***

A COI form, based on the one used by the American College of Preventive Medicine (ACPM) has been formulated by the ED to attend to any financial relationship Council members may have relative to their role in AsMA Council. The form was prepared to address the subject policy, approved 2 years ago, where a council member may recuse himself/herself from any decision making processes that would be influenced by said COI. Given the contents of the form, Council resolved to refer it to the EXCOM, so that its legal ramifications are carefully considered before its submittal to Council for approval and compliance. **(OPEN – GOV201211-02 Conflict of Interest Requirement for Council Members – Sventek)**

***Dissolution of Old D.C. AsMA Corporation***

The council approved the dissolution of the old AsMA Corporation based in Washington D.C. The ED will pursue said dissolution process (i.e., cancellation of the Employer Identification Number-EIN).  **(CLOSED)**

***Strughold Award***

An article expected to be published in the Wall Street Journal is being prepared by a reporter who is seeking information from the ED on the matter of Dr. Strughold, a Paperclip Operation émigré to the U.S., and his alleged participation in Nazi era atrocities. The issue presented by the reporter is the appropriateness of an award, the “Strughold Award,” currently being presented by the Space Medicine Association (SMA), in honor of Dr. Strugold’s contribution to aviation medicine.

AsMA investigated this controversial issue through the History & Archives committee (2006-2008), which found no evidence that Strughold was involved in the atrocities (or aware of the same). As a result, to date, the award remains granted by the SMA. The ED asked for assistance in formulating a response for the reporter seeking information.

A lively conversation ensued as to (a) the nature and meaning of the award; (b) the influence that AsMA has/does not have over the SMA or the awards said organization grants; (c) the scientific and/or medical accomplishments assigned to Strughold (he’s been called the “Father of Space Medicine”); (d) Strughold’s kind personality, as witnessed by colleagues and supported by his non-membership in Nazi/SS organizations – negating, in their eyes, the possibility of his involvement in or knowledge of the atrocities; (e) the investigations conducted by several members that found information both in support and not in support of the allegations; (f) the two articles written by AsMA members on the subject – one of these published in ASEM, describing Strughold’s accomplishments – the other, describing the controversy surrounding this person, though not published by the then editor of the Journal – a decision that should be revisited so as to understand it and perhaps reassess it; (g) the appropriateness of publishing in the ASEM journal controversial articles that concern history and/or politics rather than science – though historical articles are often published in ASEM; (h) the necessity to discuss the issue again when it was resolved already and long ago as a corporate decision– so that the threat of a news article should not inspire AsMA to revisit the topic or spasm in response to said “threat;” (i) the fact that Strughold’s name has been removed from both the Brooks AFB/City Base Library and the National Space Hall of Fame should lead AsMA to think on the matter as a general responsibility; (j) the suggestion of Strughold’s association with atrocities (as direct participant, or leader of, or Institute Director, or signature authority, or simple bystander), regardless of the situation of the time (war) should lead to a full investigation of the matter and appropriate recommendation to the SMA thereafter (the retirement of the award or not); (k) the necessity to update the Strughold’s articles (see item (e)); (l) the need to request the SMA to share their records in full (or as they see fit) so that they may be reviewed by others again/ or not, in spite of AsMA’s already expressed trust in previous SMA and AsMA History & Archives Committee deliberations and conclusions; (m) the need for a section in the AsMA website that describes the issue (point and counterpoint) and the formulation of a PR strategy to address the stated concerns, which likely will not “go away” until resolved into a final AsMA position on the matter; (n) the need to query the recipients of the Strughold Award and assess their input; (o) the problem with misinformation (Wikipedia was provided as an example. The problem of lack of information makes it difficult to make an assessment of the matter and therefore formulate a responsible “AsMA position” on the issue amenable to both the supporters and censors of the award and published in the journal, the AsMA website, or both (or not).

After much deliberation, the following Motion was presented: The information (records, files, investigation documents, etc.) will be formally sought from the SMA by Council – The motion was then revised so that such information would then be deferred to an ad-hoc committee (or the EXCOM) for its assessment. Several concerns were expressed as a result of this revision. The main concerns were: (a) It is feared that said review would likely not lead to a consensus; (b) it is unclear who would conduct such review or provide input (the membership, or a special committee/ad-hoc small group, or EXCOM, or the Awards Committee); and (c) such review has already been accomplished by trusted colleagues and therefore not necessary. The motion was denied (9 votes for-12 votes against).

The following Motion was presented: Referral of the issue (aye or nay). The motion passed (11 votes for, 9 votes against, undetermined number abstained).

The following Motion was presented: The information (records, files, investigation documents, etc.) will be formally sought from the SMA by Council. The motion passed (11 votes for, 8 votes against, undetermined number abstained).

Mark Campbell offered to update the article published in 2008 for consideration by ASEM.

**9. AMERICAN MEDICAL ASSOCIATION (AMA) DELEGATE REPORT**

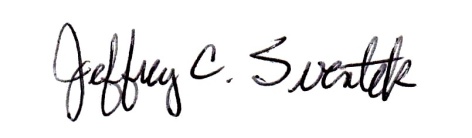
AMA requires that 20% of AsMA physician members be registered members of AMA in order for AsMA to retain it seat at the AMA House of Delegates. AsMA is to ensure this requirement is met within 1 year. The requirement applies to 20% of AsMA’s U.S. physician members, which currently total 893. JO recommends all read the report and consider Exhibit 2 which concerns aerospace medicine as a national medical specialty. **(INFO)**

**10. OTHER**

JO and others stressed that we need a strategy to address our future, including the structure of the website so that we can better present ourselves to the public. GM reported that EXCOM has focused on this strategic planning to include innovative educational venues and exploiting opportunities that already exist offered by other organizations such as the FAA in service of Aviation Medical Examiners (AMEs). The Human Factors Association was also offered as an example to explore in support of AsMA’s human performance professionals.

It was resolved that future editions of the Council Book and Consent Agenda will be posted in the website for Council and Committee Chair access (only). Care will be taken on what contents to include as some of the documents are not appropriate for public view. **(INFO)**

**10. ADJOURNED AT 1628 Hrs**



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

Secretary Executive Director

**Council Meeting Book**

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