

**Minutes of the**

**Aerospace Medical Association**

**Executive Committee Meeting**

**August 27-28, 2010**

**Sheraton Chicago Hotel & Towers**

**Chicago, Illinois**

**EXECUTIVE COMMITTEE MEETING**

**AEROSPACE MEDICAL ASSOCIATION**

**AUGUST 27 – 28, 2010**

**SHERATON CHICAGO HOTEL & TOWERS**

**CHICAGO, IL**

1. Call to order – Dr. Sides
   1. Dr. Sides welcomed everyone to Chicago, IL and called the meeting to order at 8:10 AM. She provided some introductory remarks about her initial four months as President. She discussed 4 strategic initiatives and emphasized the need for continued AsMA leadership focus on the 4 initiatives:
      * 1. AsMA Policies & Procedures Manual initiative,
        2. AsMA Standing Committee Action Plans,
        3. The ad hoc Long Range Planning Committee activities, and
        4. The upcoming membership survey
   2. Dr. Sides also spoke about the President’s messages provided in the ASEM President’s Pages. So far Dr. Sides’ President’s messages have dealt with:
      * 1. Leadership
        2. Corporate Culture
        3. Funding Our Future
        4. Structural Integrity
        5. Internationalism
        6. Alignment and Relevance (regards industry)
2. Approval of Executive Committee meeting of March 5 – 6, 2010 – Dr. Sides
   1. The Executive Committee meeting minutes of March 5 – 6, 2010 were unanimously approved as read (no abstentions). **(CLOSED)**
3. **GOVERNANCE – (ANZALONE)**
   1. HOME OFFICE (Sventek)
      1. The ED provided an update on the implementation of IMPak.
         1. IMPak is still a work in progress. Many improvements have been made that makes the database more useable for Home Office and membership requirements. On-line advance registration using IMPak was quite successful, but on-site registration in Phoenix was slow and cumbersome resulting in long lines and significant delays for members. Home Office staff continues to work with ISSI to improve IMPak’s functionality. **(INFO)**
      2. The ED discussed plans to significantly improve the design of the AsMA website. The AsMA website was moved to a hosting service (ATS) in April at the recommendation of ISSI because ATS has vast experience hosting IMPak for a large number of ISSI IMPak clients. The new hosting service has greatly improved IMPak speed and functionality. ATS also has a large amount of experience redesigning IMPak clients’ websites, allowing the websites to serve as the “front-end” for website users while IMPak serves as the “back-end” database for user interactions. Recent meetings with ATS and IMPak representatives resulted in a proposal from ATS to completely redesign the ASMA website and make it fully integrated with our IMPak database. The cost estimate for this work totaled $58,000. All agreed on the need to move forward to a modern, web based business model. However, the Executive Committee would not approve the expenditure of that much money but directed the ED to meet with ATS to get an estimate on building an on-line advance registration webpage for the 2011 Annual Scientific Meeting. This webpage should be fully integrated with IMPak and should present a highly intuitive and easy to use registration experience for all registrants. Other options to explore include incremental additions of other functionalities and feasibility of purchasing the entire package but install and pay for incrementally. ED will provide further details to ExComm via email for additional discussion. **(GOV201008-1 On-Line Advance Registration Webpage – Sventek)**
         1. Executive Committee encouraged Home Office to use the AsMA website to provide members with electronic versions of the Annual Scientific Meeting schedule and meeting addendum. These electronic documents could be updated in real time and downloaded by members rather than building and shipping large numbers of paper copies for the 2011 meeting in Anchorage. **(INFO)**
         2. The ED reported efforts by the Home Office to determine Constituent organizations’ interest in moving their websites to ATS at no charge. The Space Medicine Association, Life Sciences and Biomedical Engineering Branch, Aerospace Medicine Student & Resident Organization, and the Aerospace Human Factors Association already host their websites with ATS and AsMA. The only other group to show interest in placing their website on the AsMA Virtual Private Server (VPS) was the Associate Fellows Group. The AsMA VPS has a 40GB limit and AsMA currently uses 20GB. ATS estimated that all Constituent organizations could move their websites to the AsMA VPS and not exceed the 40GB limit. That would mean all Constituents, the Fellows and Associate Fellows groups would be on the same hosting server with AsMA and could (at their expense) have ATS integrate their websites with the AsMA IMPak database, eliminating the need for redundant databases. The ED will continue to discuss this opportunity with all parties. **(INFO)**
      3. Staff salaries for the next fiscal year. The ED reported the Consumer Price Index for Alexandria, VA was 1.95%. Based on this CPI, the ED requested authority to provide the five staff members annual bonuses of 1.5% of their 2010 salaries payable prior to the end of 2010. The Executive Committee approved this request. **(CLOSED)**
      4. The ED recommended a 2.0% pay raise for all staff members beginning in January 2011. The Executive Committee approved 2.0% pay raise for all staff members. **(CLOSED)** (note: the bonus plus salary increase equals the CPI)
      5. The ED requested $15,000 to replace all flooring in the AsMA Home Office building. Costs are approximately $5,000 per floor for replacing the flooring. Replacing the flooring on the first floor is urgent due to a recent agreement with tenants to occupy the two offices on that floor. Executive Committee approved the request to replace the flooring but in two phases. ED was given authority to replace the flooring on the first floor in 2010 prior to the new tenants moving into the first floor office space. ED was given authority to fund phase two of the project in early 2011 at a total cost for all phases of up to $17,000.00. The cost for phase two will be built into the 2011 budget. This will allow AsMA to begin collecting monthly lease payments from the new tenants that will be used to pay for the flooring costs on the second and third floors of the AsMA Home Office building. **(CLOSED)**
         1. The ED recommended the Executive Committee approve a plan to offer all AsMA members the opportunity to opt out of receiving the paper copy of the ASEM journal. ED was approached by several members during the Annual Scientific Meeting in Phoenix who asked how they could stop receiving the paper copy of the journal since they read the journal on-line. ED explained that AsMA could save money on postage, packaging and printing of the paper journal. Executive Committee approved proposal to offer members the opportunity to stop receiving the paper journal by working with ISSI to establish a check box in our members’ records that when selected would stop the mailing of the paper journal (unanimous; no abstentions). Once the programmers have this option check box in place, a blast e-mail would be sent to members announcing this option. Announcements for this option would also be posted on the AsMA website and in the ASEM journal. **(GOV201008-2 Present paper-only option to Council for approval in November –Sventek)**
      6. **GOV201003-1 Flexible Leave Program -** A Flexible Leave policy was presented to Executive Committee that would allow employees to use Sick Leave, Annual Leave or compensatory time earned to care for an immediate family member who is ill or injured. An immediate family member is defined as:
         * Child
         * Spouse
         * Parent
         * Life Partner
         * Guardian

Executive Committee approved the proposed leave program without abstentions but recommended it be called Flexible Family Leave Program. The ED will update the AsMA Employee Handbook with the new name. **(CLOSED)**

* + 1. **GOV201003-2 Leave Donation Program –** The ED presented a Leave Donation Program proposal with the following components:
* Voluntary donation of annual or sick leave to an AsMA Donated Leave Account
* Donated leave used by any AsMA employee who is ill, injured or must care for an immediate family member medical emergency
* Employee must maintain a minimum balance of 16 days (120 hours) annual leave and 12 days (90 hours) sick leave. Employee can voluntarily donate any annual leave or sick leave in excess of this amount
* Employees requesting donated leave must have exhausted their annual and sick leave
* Employees eligible for workman’s compensation ARE NOT eligible for the Leave Donation program
* Executive Director approves all requests for donated leave

Executive Committee approved the proposed Leave Donation Program unanimously (no abstentions). The ED will update the AsMA Employee Handbook. **(CLOSED)**

* 1. Finance (Merchant)
     1. Treasurer reported good improvement in the financials.
        1. Total income for 2010 as of July 31, 2010 was $852,751
           1. Phoenix meeting generated a profit of $392,000 – average meeting profit has been approximately $260,000
           2. Journal operations as of July 31, 2010 shows a $97,000 loss
           3. Membership income offsets the journal costs. Total membership income as of the end of July 2010 is $172,374. Accounting procedures requires membership dues to be deferred evenly across the term of the membership. As of July 31, 2010 AsMA has $59,502 of Deferred Revenue.
        2. Total expenses for 2010 as of July 31, 2010 was $798,932
        3. Net Ordinary Income for 2010 was $53,819
        4. **GOV201003-3 Ideas for Improving Financials** **(Sventek/Merchant)**
           1. The ED reported a signed lease with the TRAMAR Group. Tenants will lease the first floor office space in the AsMA Home Office for $1,350 per month. The lease also requires tenants to pay for 10% of monthly utility bills. Tenants will be responsible for their own telephone and internet requirements. **(INFO)**
           2. AsMA Home Office notified the National Trade Productions organization that the rent fee for the four garage parking spaces will increase from $60 per month to $75 per month **(INFO)**
           3. The ED announced receipt of a Corporate Membership application from the Armed Forces Benefits Association (AFBA). AFBA intends to advertise with AsMA in the ASEM paper journal and possibly on the Ingenta website that hosts the ASEM electronic journal **(INFO)**
     2. **GOV201003-4 Apply for 501(c)(3) IRS Status (Sventek)**
        1. The restated Articles of Incorporation for AsMA that were approved by the membership during the annual business meeting in Phoenix, AZ were provided to the AsMA attorney immediately following the May meeting
        2. 501(c)(3) application developed but just prior to submitting to the District of Columbia Department of Consumer & Regulatory Affairs, attorney was informed that DC was no longer accepting applications with restated Articles of Incorporation from organizations unless they have stock holders. AsMA attorney spoke with supervisors in the DC Department of Consumer & Regulatory Affairs and was assured AsMA could apply for 501(c)(3) IRS status but had to file with a Form DNP-6, Articles of Amendment of Domestic Non-Profit Corporation Under Old Act cover sheet signed by the AsMA President and Secretary. ED obtained AsMA President and Secretary signatures on three copies of the Form DNP-6 and provided those signed forms to the AsMA attorney. Application for 501(c)(3) IRS status will be mailed as soon as the application is complete. **(OPEN)**
     3. **GOV201003-5 Arrange Audit (Merchant)** – Treasurer announced a formal audit will be conducted in early 2011. The cost will be approximately $15,000. **(OPEN)**
     4. **GOV201003-6 Prepare Ethics Statement (Merchant)** – The ED provided the Executive Committee a draft Ethical Behavior policy statement prior to the meeting. Dr. Scarpa recommended the policy include an Endorsement Clause. He agreed to draft the language for the Endorsement Clause. Draft Ethical Behavior policy will be updated with Endorsement Clause and provided as a read-ahead for the November AsMA Council meeting. **(OPEN)**
  2. Committees
     1. Bylaws Committee (Lischak)
     2. **GOV201003-7 Update Policy and Procedures Manual (Lischak/Laub)**
        1. Dr. Lischak provided a draft copy of the updated Policy and Procedures Manual. Executive Committee was pleased with the work accomplished but requested the incomplete sections be worked to completion and resubmitted to the Executive Committee by the end of September for review, comments and approval for forwarding to the November AsMA Council. **(OPEN)**
     3. **GOV201003-8 Bylaws Changes (Lischak)**
        1. Several proposed amendments to the May 2010 AsMA Bylaws were submitted for Executive Committee review and approval. The Executive Committee questioned whether the numerous proposed amendments had been reviewed by all members of the Bylaws Committee. The Executive Committee deferred review and approval of the proposed amendments. The ED will discuss with the Bylaws Committee Chair to ensure all proposed amendments were properly reviewed, voted on and affirmed by a majority vote of the entire Bylaws Committee. Following the Bylaws Committee review and approval, the proposed amendments must be sent to the President-Elect (Governance VP) for review and approval for distribution to the Executive Committee for their review, comments and approval. **(OPEN)**
        2. The Executive Committee discussed the need to change the process used to approve AsMA resolutions. There is some frustration over the slow pace and inability to produce resolutions in a timely manner imposed by the requirement to vote on resolutions at the annual meeting. Any changes would require amendments to the current AsMA Bylaws. During the May 2010 Business Meeting, two resolutions related to fatigue countermeasures were presented for approval. The resolution on pharmaceutical fatigue countermeasures was approved. The resolution titled “Inflight In-Cockpit Napping” was not approved and returned to the Resolutions Committee for additional work on the wording. Members of the Resolutions Committee and the Executive Committee cautioned against publishing the approved resolution in advance of the Inflight In-Cockpit Napping resolution because it might give aviation organizations the impression that AsMA was advocating pharmaceutical countermeasures for fatigue over non-pharmaceutical countermeasures. The Executive Committee directed the Resolutions Committee to consider options for approving resolutions outside of the current process that requires all resolutions to be published in advance of the Annual Business Meeting and then voted upon during the Annual Business Meeting. The Resolutions Committee will present their recommendations for alternate approval processes for resolutions during the November Council Meeting. **(GOV201008-1 Alternate Resolutions Approval Process – DeJohn)**
        3. **GOV201005-1 Sensitive Information (Sventek)**
           1. The ED presented a proposed amendment to the AsMA Bylaws to eliminate the requirement for organizations applying for Affiliate status with AsMA to provide sensitive information on their members. Article VIII, Section 3, Paragraph B. states “A copy of the Constitution and Bylaws or other instruments of organization and amendments thereto of such group shall accompany its application together with an up-to-date list or roster of its members in good standing, giving name, residence, and connection with aerospace medicine or its allied sciences.” The proposed amendment to this paragraph is “A copy of the Constitution and Bylaws or other instruments of organization and amendments thereto of such group shall accompany its application together with an up-to-date membership report of its members in good standing, providing a demographic analysis of the organization.” The Executive Committee concurred with the proposed Bylaws amendment.
           2. The Executive Committee suggested Article VIII be rewritten to separate the Constituent organizations from the Affiliated organizations since the requirements are different. Some concern that organizations with a vote at Council need to meet a higher bar; additional concerns regarding growing Council voting membership even higher. Jim Webb volunteered to work with the ED to draft a new Article VIII for the Bylaws. **(GOV201008-3 Draft New Article VIII for AsMA Bylaws – Webb/Sventek)**
     4. Ad hoc Long Range Planning Committee (Sides/Anzalone) – Dr. Sides indicated the ad hoc Long Range Planning Committee is currently in the forming and dialogue phases. This ad hoc committee is designed to serve as the visionary function of the AsMA leadership structure and identify future issues that need to be addressed by AsMA. Dr. Sides announced the addition of an International Member to the ad hoc committee. Dr. Hans Pongratz volunteered to serve as the International Member. The ED suggested the Immediate Past President serve as the Chair of the Long Range Planning Committee should the Council approve the recommendation to make this ad hoc committee a permanent standing committee for AsMA. The purpose, composition and leadership of this ad hoc committee will be discussed during the November AsMA Council meeting. **(INFO)**

1. **EDUCATION AND RESEARCH (WEBB)**
   1. Editor’s Report (Bonato)

* 1. Managing Editor’s Report (Day) – See attached report. An issue was raised regards overseas members and journal subscribers. The use of wire-transfer payments by the member’s banks is increasing…sometimes there is a fee charged to AsMA for this wire fee and the use of these fees is increasing. ED proposes that anyone who uses wire‑transfer to pay will be charged an additional $35 wire-transfer fee (this would apply to any wire-transfers whether over-seas or in the US). Motion to approve this fee made and seconded; passed unanimously w/o abstentions. **(CLOSED)**
  2. Annual Meeting (Sventek) – See attached Slides
     1. Phoenix final numbers:
        1. 1,379 registrants
        2. 36 exhibitors
        3. 45 exhibit spaces
     2. Anchorage
        1. Registration for meeting
           1. Advance on-line registration will open in early January and close one week prior to the meeting
           2. Advance registrants will be able to print out all paper products previously packaged at the AsMA Home Office and shipped to the meeting site – paper and shipping savings
           3. Proposed Registration Fee Schedule for 2011 approved by Executive Committee for AsMA Council review and approval

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Registration Type | 2010 Advance | | 2010 On-Site | | 2011 Advance | | 2011 On-Site |
| Member | $395 | | $420 | | $395 | | $495 |
| Non-Member | $480 | | $505 | | $595\* | | $695\* |
| Student | $175 | | $175 | | $175 | | $175 |
| Resident | $300 | | $300 | | $300 | | $300 |
| * FAA/AME Seminar | $310 | | $310 | | $310 | | $310 |
| \*Go to [www.asma.org/membership](http://www.asma.org/membership) to become a member and take advantage of the reduced registration rates, receive the official AsMA journal and other membership benefits   * Fee covers AsMA overhead costs. CME credit for the FAA seminar is free. Add AMA Cat 1 CME below and gain full access to the AsMA meeting and associated CME. | | | | | | | |
| Add AMA Cat 1 CME | $125 | $125 | | $125 | | $125 | |
| Add AMA Cat 1CME & MOC | $175 | $175 | | $175 | | $175 | |

* + - 1. On-site registration will open at 0900 Sunday morning because many participants are present and express a desire to register Sunday morning.
      2. Bauer Lecture – Dr. Sides announced Ms. Jane Poynter, President of Paragon Space Development Corporation and successful Biosphere 2 participant. She will speak on her Biosphere 2 experiences and her efforts to develop technologies that allow humans to adapt to extreme environments. **(INFO)**
      3. Armstrong Lecture – Dr. Sides announced that efforts to obtain William Murtagh (NOAA Space Weather expert) for the Armstrong Lecture were not successful. She is working with the ED to identify a speaker for the Armstrong lecture. **(INFO)**
      4. Dr. Petra Illig, Arrangements Chair for Anchorage Meeting, suggested an Aerospace Medicine workshop for AK pilots during the Anchorage meeting week in 2011. This would be an educational effort with no CME attached and therefore would not need to be approved through the November Scientific Program Committee review process. Executive Committee approved this workshop. **(INFO)**
    1. Combined AsMA/ESAM meeting in Europe – Dr. Sides approved a working group under the leadership of the ED to discuss the possibility of holding a future AsMA Scientific Meeting in Europe. This meeting would be a joint scientific meeting with ESAM. **(ER201008-1 Combined AsMA/ESAM Meeting in Europe – Sventek)**
  1. **ER201003-2 Organize Airline Medical Department Workshop (DeBois)** – A seminar on this topic was completed during the Phoenix meeting. The group plans to submit a panel for the meeting in Anchorage. **(CLOSED)**
  2. **ER201003-3 Survey Exhibitors (Sventek)**
     1. Herlitz surveyed exhibitors in Phoenix – see report. Herlitz requested permission to sell our members’ contact information. ExComm declined this request unanimously (no abstentions).
     2. Executive Committee approved a 25% discount for first-time exhibitors at the Annual Scientific Meeting in Anchorage. **(CLOSED)**
  3. Scientific Program (Mapes) - Results of surveys from Phoenix identified six focus areas for the 2011 scientific program – six focus areas published in the 2011 Call for Papers in the August ASEM. The 2011 Call for Papers also clearly states the requirement for approved presenters to provide AsMA with a copy of their presentation to post on the AsMA website following meeting. Scholar One on-line abstract submission process will require all submitting abstracts for peer review to acknowledge the requirement for an electronic copy of the presentation. Once an abstract is approved for scientific meeting in Anchorage, authors will have ability to upload presentations to the Scholar One website
     1. **ER201005-1 Workshop Approval Process (Webb)**
        1. The 2011 Call for Papers requires all proposed workshops to be submitted for peer review by the Scientific Program Committee just as all other presentations must be submitted and approved. This process ensures the science information provided during the Annual Scientific Meeting has been properly reviewed and approved. It also ensures we meet ACCME requirements for granting CME with these workshops. **(CLOSED)**
     2. **ER201005-2 Meeting Presentations On-Line (Shender/Crowley/Sventek)**
        1. The Scientific Program Committee did a superb job collecting copies of presentations from the Phoenix meeting. Required extensive communication with authors to garner signed release forms and copies of the presentations. Kudos to Dr. Crowley and his committee.
        2. Approximately 300 of the 400+ presentations were released and collected. AsMA Home Office is in the process of posting presentations to the AsMA website. All should be on-line by mid-September 2010. **(CLOSED)**
     3. **ER201008-2 Explore Feasibility of Using Camtasia to Record Presentations during Annual Scientific Meetings (Shender)** – EXCOM members discussed the idea offered during the Wednesday morning Joint Council Meeting in Phoenix by Dr. Shender to use a recording service like Camtasia to capture presentations at future scientific meetings. Dr. Webb will work with Dr. Shender for provide more information during the November Council meeting. **(OPEN)**
  4. Committees
     1. Aerospace Human Factors – No Action Plan at this time
     2. Aviation Safety – See attached Action Plan
     3. Education & Training – See attached Action Plan
        1. **ER201003-4 Slideshows (Boudreau)** – Both slideshows were approved by the AsMA Council in Phoenix. Committee is finishing the copyright assessment and final proofs. Once complete, slideshows will be provided to AsMA Home Office for posting on the AsMA website. **(OPEN)**
        2. **ER201003-5 ASM Compendium (Boudreau)** – Compendium is complete and is now in the maintenance phase. **(CLOSED)**
        3. **ER201003-6 Journal MOC/CME Feature (Boudreau/ASAMS) –** Committee working with ASAMS to provide MOC at Annual Scientific Meetings. **(CLOSED)**
     4. History & Archives – See attached Action Plan
        1. **ER201003-7 Reinhartz Historical Lecture Series (Mohler)** – Recording activities are continuing. **(CLOSED)**
     5. Science & Technology (Shender) – See attached Action Plan

1. **MEMBER SERVICES (Northrup)**
   1. **MS201003-3 Analyze Membership Database (Sventek)**
      1. Membership Status/Dues (Carter) – See attached report
      2. Analysis
         1. Total membership increased 76 over 2009
            1. One-Year members increased 73
            2. Student/Resident members decreased 25
            3. Technician/Sustaining members increased 2
            4. Three-Year members increased 24
            5. Member/Spouse members decreased 4
            6. Life Members increase 1
            7. Emeritus Members increased 5
            8. Corporate Members remained same
         2. Executive Committee approved the following 2011 membership dues rates for Council review and approval

|  |  |  |
| --- | --- | --- |
| Membership Type | 2010 Dues Rates | 2011 Dues Rates |
| One-Year | $255 | $255 |
| Three-Year | $675 | $720 |
| Student | $125 | $50 |
| Resident | $125 | $150 |
| Technician/Sustaining | $130 | $130 |
| Member/Spouse | $310 | $450 |
| Life | $3825 | $4700\* |
| Emeritus | - | $50 |
| Corporate and Sustaining | $400 | $500 |

* + - * 1. If Emeritus fee is approved by Council, Emeritus members would regain voting privileges, the right to hold office and would have access to the electronic journal on the Ingenta site. If an Emeritus member desires the paper journal, a subscription would have to be purchased.
        2. Membership Committee tasked to develop proposed definition of Student and Resident. It will likely take a Bylaws change to incorporate any approved definition.
        3. The option for Life Membership will end after 2011
        4. Corporate and Sustaining Committee tasked to develop concept of a tiered C&S member structure, with fees tiered according to level.
  1. Establish list/database of scientific/clinical experts for AsMA (Sventek) – Little progress on this effort. Will continue to work with Dr. Webb on initiative. **(OPEN)**
  2. Committees
     1. Awards – no Action Plan at this time
        1. The Awards notice posted on the AsMA website lists January 20, 2011 as the deadline for nominations. Awards Committee must have reviewed, voted and determined winners with list of winners to ED for ExComm action by February 15, 2011.
     2. Membership (Ortega) – no Action Plan at this time
        1. Membership Survey (Ortega/Sventek)
           1. **MS201003-2 Survey Members on ACLS at Annual Meetings (Sventek)** – this will be included in the Membership Survey to be sent to AsMA members in October. Executive Committee recommended adding a question on establishing a common expiration date for membership (e.g., Jan 1, May 1, or Nov 1). Results will be presented to Council in November. **(OPEN)**
     3. Corporate & Sustaining (DeBois) – See attached Action Plan
        1. Executive Committee reviewed the process for approving Corporate membership applications. Bylaws requires Executive Committee to approve all new Corporate Members. Committee relatively pleased with current process coordinated by ED but requested Corporate Member application form add a requirement for applicants to provide a “Statement of why they want to be a Corporate Member of AsMA.” Application form will be updated to include this new requirement. **(CLOSED)**

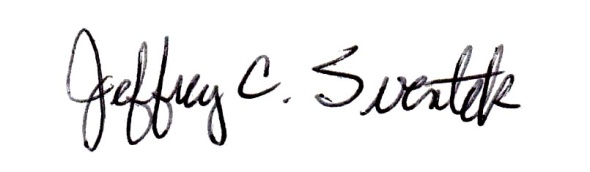
1. **REPRESENTATION AND ADVOCACY (Scarpa)**
   1. Outreach (Sventek)
      1. **RA201003-1 Environmental Medicine Advocacy (Sventek) -** ED is working with LTC James Persson and Dr. James McGhee in coordination with the American Meteorological Society, the NASA Applied Sciences Program and the CDC National Center for Environmental Health/Agency for Toxic Substances and Disease Registry (NCEH/ATSDR) to improve focus on environmental science issues in AsMA. This team of environmental science experts plans to have two or three panel sessions in the Anchorage scientific program. One or two of these organizations also plan to have exhibit booths in Anchorage. **(CLOSED)**
   2. AMA Activities (Berry/Ortega)
      1. Dr. Merchant announced that Dr. Michael Berry can no longer serve as the primary AsMA delegate to the AMA. Dr. Merchant volunteered to replace Dr. Berry. A motion was made and seconded nominating Dr. Merchant as the new AsMA primary delegate to the AMA. The EXCOM unanimously approved the nomination. The ED will notify the AMA of this change. **(CLOSED)**
   3. General
      1. **RA201003-3 Letter or Resolution on Proposed NASA Budget Cuts (Scarpa/Manning/Dervay)** – Dr. Scarpa recommended this item be closed without action since the proposed NASA budget cuts have been significantly reduced. **(CLOSED)**
   4. Committees
      1. Air Transport Medicine Committee (Hudson) – See attached Action Plan
      2. Communications (Dervay) – See attached Action Plan
         1. Dr. Dervay demonstrated a diving medicine forum called “Dr. Deco” and suggested AsMA consider a similar forum for facilitating questions and answers related to Aerospace Medicine. Concerns about who would answer questions and the associate liability for such a forum followed. The Executive Committee recommended the Communications Committee continue to work the details for a potential Aerospace Medicine forum on the AsMA website. (**INFO)**
      3. Resolutions (DeJohn) – See attached Action Plan
         1. **RA201003-2 Resolutions/Letters on Aircrew Fatigue (Caldwell)**
            1. The Resolutions Committee reworked the language associated with Resolution 2009-01-Rev 5 (Inflight In-Cockpit Napping) that was returned to the committee during the Annual Business Meeting in Phoenix. Committee rewrote the “THEREFORE BE IT RESOLVED” portion of the draft resolution to:

“THEREFORE BE IT RESOLVED: That the Aerospace Medical Association strongly recommends that regulatory agencies, in consultation with aerospace medicine and fatigue experts, establish policies and procedures to ensure adequate preflight crew rest and criteria for the use of in-flight, in-cockpit napping when safe to do so, during extended flight operations, to avoid fatigue and enhance aircrew performance.”

Executive Committee approved the rewritten resolution with 8 Yes, 0 No and 3 abstentions. **(CLOSED)**

* + - * 1. Publishing Resolution 2009-02-Rev 5 (Sleep-Enhancing Agent Use Off-duty and Layovers) prior to approval of Resolution 2009-01-Rev 6 (Inflight In-Cockpit Napping). Executive Committee approved ED recommendation to delay publishing Resolution 2009-02-Rev 5 until Resolution 2009-01-Rev 6 is approved. **(CLOSED)**
        2. Dr. Singh recommended the ED send both resolutions to ICAO so the AsMA Resolutions can be referenced in the draft ICAO Fatigue Risk Management System (FRMS) Manual. Cover letter should indicate Resolution 2009-02-Rev 5 has been approved and Resolution 2009-01-Rev 6 is currently in the AsMA review and approval process. **(INFO)**

1. **INTERNATIONAL SERVICES (Singh)**
   1. General
      1. **IS201003-1 Theme-Based International Reception (Singh) –** Dr. Singh would like to use the International Reception during the annual scientific meetings to expand membership. He would like to expand the reception to a theme-based, formal session. Dr. Singh sent an e-mail survey to all International Members suggesting the theme approach to the International Reception. He received numerous responses ranging from strong support for his ideas to suggestions to eliminate the International Reception. He will continue to collect responses and formulate a summary of the responses for Council. **(OPEN)**
      2. **IS201003-2 AsMA Website Push to Countries Developing Aerospace Medicine Programs (Singh) –** Dr. Singh recommended closing this action item. A meeting between ESAM and AsMA leadership in Phoenix facilitated agreement to provide ESAM space in the back of the ASEM journal each month to publish International Aerospace Medicine news. This will help provide updates to countries developing Aerospace Medicine programs. Dr. Singh did ask for a list of POCs for all International Affiliate organizations so he can reach out to these organizations and improve communication with them. ED will provide Dr. Singh with a list of the International Affiliate POCs. **(CLOSED)**
   2. Committees
      1. International Activities (Hardicsay) – See attached Action Plan
2. **NEW BUSINESS**
   1. Financial Management Firms Presentations
      1. Capital Advisory Group – See attached presentation
         1. Presented their financial management philosophy and how they would manage the AsMA investment portfolio. Presentation was well received by the Executive Committee. **(INFO)**
      2. UBS Financial Services - Following their presentation, Dr. Anzalone requested the Executive Committee make contact with Mr. Glenn Mohn, Vice President – Investments, UBS Financial Services, Cincinnati, OH to get a similar presentation on his financial management philosophy and how he would manage the AsMA investment portfolio. Executive Committee tasked the ED to make contact with Mr. Mohn, get an initial presentation and organize a conference call presentation with Mr. Mohn, the ED, Dr. Scarpa and Dr. Bachmann. Following this conference call presentation, the AsMA team will recommend to the Executive Committee which financial management approach would be better for AsMA. Executive Committee will then decide which financial management firm to hire for managing the AsMA investment portfolio. **(OPEN)**
3. Dr. Sides announced the next EXCOM meeting will occur at the AsMA Home Office, Alexandria, VA on Friday and Saturday, March 4 & 5, 2011. **(INFO)**
4. A motion to adjourn was made and seconded. Executive Committee was adjourned at 2:00 PM on August 28, 2010.



Jeffrey C. Sventek, MS, CAsP

Executive Director



Arleen M. Saenger, MD, MPH

Secretary





**MEMORANDUM August 2010**

**TO: Executive Committee**

**FROM: Pamela Day, Managing Editor**

**SUBJECT: Journal Operations**

**Journal Operations**: Day to day operations continue to run smoothly. Rachel continues to keep the website up to date and has added a pdf form online for news of members. Our manuscript flow is good, but not much activity in the back of the book these days.

Our journal continues to rank in the top 10 out of more than 13,530 titles for number of full-text downloads from Ingenta. I found out that these downloads are by our members, so they ARE using the online journal!

With some outside help, we got the inventory of journal copies organized and disposed of all old journals, keeping 10 copies of each (or whatever we had, if less than 10). I have a complete list of the inventory now.

We have contracted to convert the ppt files from the meeting to pdf and post on the website. We hope to have this project complete in early September. Next year this process will be much smoother!

Our field trip to our printing facility, The Sheridan Press, in Hanover, PA, was educational and inspiring. They have a great dynamic journal product with page-turning technology, and the ability to embed streaming video and audio. I have created a survey to send to our authors to see whether they are ready to embrace this technology, and of course whether they will be willing to pay for using it! If we can get one advertiser to sign on for an online ad in the dynamic edition, we can cover the basic costs of production (color, video and audio are extra, which is where the author survey comes in).

Which brings us to **advertising:** Jeff met with our current advertising representative and I have also discussed with him the need to get more aggressive with ad sales. I have created an additional web-only component of our media kit to sell advertising on Ingenta.

**Supplements:** The History of Decompression Research at Brooks supplement is ready to edit; just waiting for sponsors to commit.

**Abstract Submission:**  We are beginning the second year of our 3-year contract with ScholarOne for the abstract submission site. We have added a Speaker Management Module that will allow us to collect the PowerPoint presentations on the site and track responses to an official invitation to the meeting. This new feature will greatly improve the process for posting presentations after the meeting.









***(14 responded out of 34 Exhibitors = 41%)***

**AEROSPACE MEDICAL ASSOCIATION (AsMA)**

**SURVEY TALLY OF EXHIBITORS**

*The Herlitz Company has worked in conjunction with the Aerospace Medical Association to make the 2010 Annual Meeting a success for our exhibitors. Please take a moment to give us your comments.*

Would you rate the following as **Excellent, Good, Fair or Poor (E, G, F, P)**:

**I. Registrants Traffic in the Exhibit Hall 50%E; 43%G; 7%F**

**Registrants Interest in your Exhibit 14%E; 86%G;**

**Quality of Inquiries 29%E; 71%G;**

**Exhibit Hours 64%E; 29%G; 7%F;**

**II. Floor Plan Layout 50%E; 50%G;**

**Ease of Booth Identification 50%E; 50%G;**

**Security 57%E; 43%G**

**Exhibit Management (The Herlitz Co.) 43%E; 57%G;**

**Decorator (Brede National) 21%E; 64%G; 0%F; 14%P**

1. **Would you recommend that your company exhibit at the next Aerospace Medical Association Meeting, May 8 - 12, 2011 (meeting dates), Anchorage, Alaska?**

**Yes 64% No 0% Undecided 36%**

**IV. Additional Comments\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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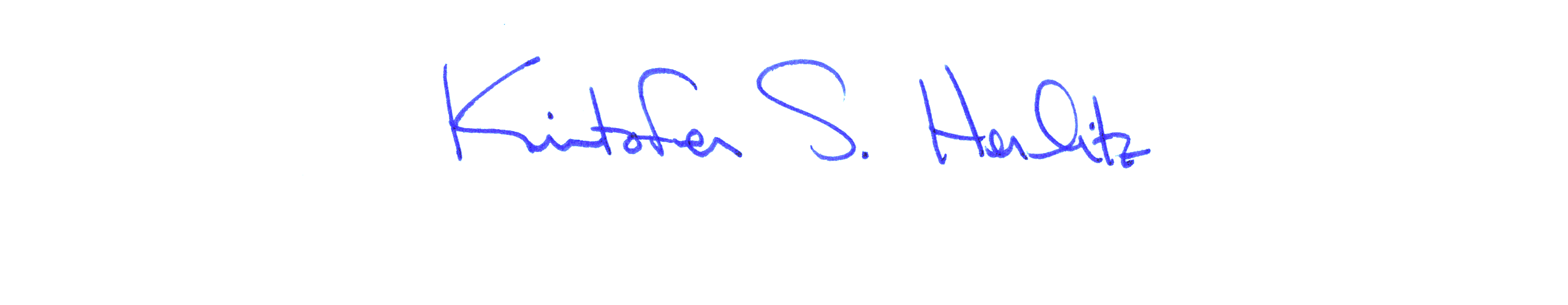
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**V. Company Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Booth #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Your Evaluation will be most useful in formulating the 2011 Exhibit Program.*

*We will stop by within the hour to pick up your Survey sheet. Please leave it in a visible spot in your booth. If we miss you please drop the sheet off at the EXHIBIT MANAGEMENT OFFICE* *at the upper right hand corner of the floor plan; right next to the Exhibitor Lounge.*

*Thank you!*

Kristofer S. Herlitz

The Herlitz Company, Inc.

Exhibit Management

Following are some criticisms from Exhibitors are in **Bold** with my follow up comment afterwards:

**“Allow exhibitors to submit badge names at a later date then they will have better idea of who will be attending”** – This is an important item as AsMA asks for a very early submission of names – 10 weeks prior to the Annual Meeting when industry norm is more like 3 to 4 weeks which should allow plenty of time for badge creation since we do not mail them to the exhibitors prior to the meeting.

“**On-site registration extremely slow.**”

“**Include wireless availability in the exhibit hall, expand refreshments beyond just coffee, especially some water.  Include welcome reception in the exhibit hall.”** – Most exhibit halls will offer wireless availability but always for a cost which not too many Associations will ever be willing to pick up.  Water should be available in the exhibit hall – it is expensive but necessary.  We do work with a couple of groups that include the welcome reception in the exhibit hall where for an 1.5 – 2 hours light refreshments and food are served.  The exhibitors appreciate the additional face time with attendees in what is a more relaxed atmosphere/environment.  We would just need to make sure exhibitors are set in time on Sunday.

“**We would like to see use of scanners for contact information.”** – we had a lead retrieval system lined up for the first time for the 2010 meeting but there was an unannounced change by the Association’s badge software vendor (or someone) that reduced the size of the bar code to the point it was made un-readable by the scanners and we had to drop the system not long before the meeting was held.  While Alaska traditionally brings fewer exhibitors based on the distance and expense, we could still work to have a system in place that did not contract AsMA for a minimum number of units (where the Association is responsible to guarantee the number of rented units to ensure it covers the expense of the lead retrieval vendor handling the show).  I will research this further.

**“Need food to draw people in.”** – this is a less valuable comment in that it is not true.  While it would be nice to have a budget for morning and afternoon snacks, food is an unnecessary expense in the exhibit hall – the coffee breaks and the posters are a solid draw aside from the exhibits themselves.

**“Reception in Exhibit Hall a great idea.  Exhibit needs to be longer – 2 days is not enough time for all registrants to make it to the exhibits.  Attendee contact list for follow up.”** – We did poll the exhibitors 2 years ago on whether to move to a 3 day exhibit.  It was about a 70-30 split for keeping two days vs. moving to three days of exhibits.  The reception in the exhibit area would mean some extra time/attention the exhibitors receive.  It should be announced in the meeting rooms, particularly on Tuesday, that the exhibits close on Tuesday so attendees are not assuming they can still have a chance to see them on Wednesday.  Most meetings we work with make the pre-registrant and final registrant list available to exhibitors for a one-time mailing (see attached example).  The mailing pieces are reviewed by The Herlitz Company and the Association for content and the exhibitor signs the contract promising it is a one-time mailing, names are not to be added to their database, etc. and the list is seeded with names that allow Herlitz and AsMA to monitor what comes in from who.  These are always just street mailing addresses and NEVER e-mail addresses.

My additional comments/recommendations for the AsMA exhibit program going forward include –

* We need to have an **Exhibitor Registration desk** – one counter, one personnel, 1 computer, 1 printer.  Exhibitors should be allowed 1 Program and 1 Addendum so this should be considered for print run.  Exhibitors are entering the hall to set up their booths before AsMA registration even opens up and there is really no reason why they would need to wait on the same line at the attendees (unless they are full conference registrants) when they just need their badge so they can enter the exhibit hall.
* What are the **abstract specifications for the AsMA poster sizes** – are 4’x8’ poster boards necessary or can 4’x6’ boards be used?
* The **Corporate Sustaining Members of the Association have not been sufficiently mined to exhibit** – they obviously know their audience lies within AsMA but they are not supporting the annual meeting or the official print/online journal.  We need to find out why and see if we can somehow incentivize them to get on board.  What kind of Sponsorship opportunities are being offered to these Corporate Members – are the right sponsorship packages being marketed to them and by whom?  This is an additional function of The Herlitz Company where we market to the exhibitors various opportunities such as Hotel Room Key Cards, Attendee Bags, Lanyards/Badge Holders, etc.
* **There are other meetings that the exhibitors attend and that your members attend that are a worthwhile place to send someone from AsMA to promote the Association (membership, the annual meeting, the publication).** Since this is an added expense (likely need to rent a booth to do this properly) it would be worth to see if any are coming to the DC area where you could avoid travel and housing expenses.  Herlitz has done this with other meetings where we man a booth at a competing meeting and use the opportunity to market exhibits and ad sales and promote the Association in general.
* **The table top exhibits that AsMA allows in the registration area is a missed opportunity for exhibit sales.** We have recommended in the past that these be absorbed into the exhibit hall – they are sister organizations I understand but for they are making sales and only costing AsMA money.  We have been able to get the hotel/venue to donate the tables in some cities so if Walt is able to do the same in Anchorage that is great – not all venues will do it for free.  These table top exhibits could rent a booth in the exhibit hall or if that is truly cost prohibitive then we could at least create a table-top exhibit section and increase the size and scope of the exhibits.  At least it would be a small revenue stream vs. being a cost or zero sum to AsMA as it appears more of these would like to have internet and electrical going forward.  They will complain that they will not get the same number of days of exposure that the enjoy for free now in the registration area but the Association should be firm in its designation of commercial activities which belong in the exhibit halls and not in the registration area or the meeting rooms.
* **Our focus in exhibit sales have been to the “traditional” prospects** mostly due to the fact that we hesitate to bring in exhibiting companies who are perceived to not be directly relevant to the professional interests of the registrant.  The last gasp of a dying show is the one that opens up their exhibit program to jewelry sales, luggage vendors, massage chairs, etc.  That being said, if you feel we are not going after companies that do provide useful products/services to your membership or there are “non-traditional” companies that should be looked at then we would like to hear about it.  I am not suggesting you do our job for us but maybe there is an underrepresented faction of your membership or maybe you are planning to expand your membership in some direction we should be aware of so we can target industry prospects in these fields.
* **The organization and layout of the Registration area should be handled by AIM Meetings.**  Our predecessor handling the exhibit management for AsMA, Mr. Tom Clark, warned us that he signed a separate contract with AsMA to handle registration since it was always very involved and fell outside of the scope of his exhibit management contract.  The Herlitz Company did not request such a contract but instead have handled this for the past 7 years and there has never been a year where it has not been changed on-site from what several different parties eventually agreed to prior to the meeting.  There are too many Chefs in the kitchen with this so AIM should work direct with AsMA on this and then let the decorator know how they would like it.  Going forward it would seem to make sense that Herlitz is not responsible for the design, layout of and ordering services for AsMA’s registration area.
* **Decorating issues.** You mentioned on the phone call, Jeff, the issue that we had with the decorator not emptying the trash in the exhibits area.  This was undoubtedly a snafu where the decorator, Brede Phoenix, did not communicate properly with the Sheraton and assumed the Sheraton was taking care of it.  I mentioned that this was not the usual Brede personnel I work with (I am used to using Brede National on the AsMA meetings) so I was equally surprised to see them drop the ball on this.  Walt brought this up to me on site as well the morning he noticed it and I immediately contacted the Brede corporate office to have our Phoenix team alerted to fix this problem since the staff was not yet at the service desk.  The service desk was manned during the meeting but there were times when I had to call the contact’s cell phone to get her to fix an issue – this is not an acceptable means to run exhibitor services and, while I have never seen Brede fail to staff their desk the entire show, we will make sure it does not happen again.
* **The site visit schedule** has never been something I had a problem with until the past few years when it has always conflicted with a time I am at an overseas meeting in July.  I would have liked to have been there with you in Anchorage rather than now having to go separately and bringing someone in from the show decorator – if at all possible to be included in that scheduling discussion if only to have a heads up on dates you are looking at – that would be helpful.

Kristofer S. Herlitz

President

The Herlitz Company, Inc.

914 833 1979

[www.herlitz.com](file:///C:\Users\Lee\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Low\Content.IE5\71R2RVRW\www.herlitz.com)



Action Plan

Aviation Safety Committee

AsMA Bylaws: ARTICLE XI, Section 3. C. Aviation Safety Committee: The goal of this committee shall be to improve the safety of aviation activities. The committee shall direct its efforts to identifying specific, important aviation safety issues, national or international in scope that represents a significant threat to the health and safety of people involved in aviation activities, either as crew members or passengers. The objective of the committee shall be the resolution of aviation safety issues through either educational or regulatory processes. The committee may, with approval of the Council or Executive Committee, initiate studies, recommend research projects, prepare reports and scientific papers, sponsor panels and seminars, or formulate recommendations and resolutions to accomplish this objective. This committee may have such subcommittees as the President and the committee may deem necessary to carry out its purposes.

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| **AsMA Goal (2): Provide opportunities for education and promote research** | | | |
| **AsMA Tracking # (if assigned) and OBJECTIVES** | **ACTIVITIES** | COMPLETION DATE | METRIC / OUTCOMES |
| What do you expect to accomplish?  1) Panel: *Helicopter safety issues related to EMS and public safety operations*  *(Public safety ops—Crosson; Navy ops – Davenport; Coordinate Civil & Military Subcomms – Heupel)* | What is your plan of action to accomplish the objective?  Presentations at 2011 Annual Meeting. | When do you expect to complete activity?  May 2011 | What are your results?  Respond to the findings, Identify areas for continued actions in the following year:  -- initiation of studies, papers  -- issuance of recommendations  -- issuance of Resolutions |
| Panel: *Aviation Safety Year in Review (Civil & Military Subcomms – Heupel)* | Presentations at 2011 Annual Meeting. | May 2011  On-going annual presentation | Respond to the findings, Identify areas for continued actions in the following year:  -- initiation of studies, papers  -- issuance of recommendations  -- issuance of Resolutions |
| 3) Panel: *Human Factors in General Aviation Operations*  *(Civil Subcomm – Boyd)* | Presentations at 2011 Annual Meeting. | May 2011 | Respond to the findings, Identify areas for continued actions in the following year:  -- initiation of studies, papers  -- issuance of recommendations  -- issuance of Resolutions |
| 4) Position Paper: *Accident data and crashworthiness*  (Civil Subcomm – Cocks, Maclarn) | 4) Review Aircraft Type Certificate Data for crashworthiness standards, draft position paper | May 2011 | Respond to the findings, Identify areas for continued actions in the following year:  -- initiation of studies, papers  -- issuance of recommendations  -- issuance of Resolutions)  Publication of Position Paper |
| 5) Development of Information Database: Roster of safety information resources (Military SubComm – Heupel) | 5) Derive numerator and denominator data in aviation accidents. | May 2011 | 5) Develop panel/paper for 2012. |

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| **AsMA Goal (3): Provide members opportunities for professional growth and development** | | | |
| **AsMA Tracking # (if assigned) and OBJECTIVES** | **ACTIVITIES** | COMPLETION DATE | METRIC / OUTCOMES |
| What do you expect to accomplish?  Provide opportunities for member participation in activities enumerated in Goal (2). | What is your plan of action to accomplish the objective?  Work with Members of the Aviation Safety Committee, coordinate with AsMA Members outside of the ASC, as well as consult with subject matter experts outside of AsMA. | When do you expect to complete activity?  On-going | What are your results?  See Goal (2). |

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| **AsMA Goal (4): Represent the discipline of Aerospace Medicine to professional, commercial and governmental organizations and advocate policies and standards** | | | |
| **AsMA Tracking # (if assigned) and OBJECTIVES** | **ACTIVITIES** | COMPLETION DATE | METRIC / OUTCOMES |
| What do you expect to accomplish?  1) In response to Executive Director request, review and comment of proposed revision of ICAO Annex 6 Part I - Fatigue Risk Management System Document. | What is your plan of action to accomplish the objective?  1) Ted Brook, Civil Aviation Safety Subcommittee Chair to manage distribution of ICAO document to ASC members for review, as well as compile their comments. | When do you expect to complete activity?  1)Submit comments to Jeff Sventek, AsMA Executive Director, by due date of September 17, 2010. He will then compile comments from ASC and Human Factors Committee to ICAO. | What are your results?  1) ICAO review and incorporation of submitted comments in FRMS regulations. |
| 2) ICAO Letter: Medical Contribution to Civil Aviation and Aerospace Accident Investigations – recommendation for Annex 13 that a qualified aerospace medicine specialist be on site during aircraft accident investigations. | 2) Ted Brook to follow up with AsMA Executive Director Jeff Sventek and ICAO Medical Director Anthony Evans. | 2) September 2010 | 2) Response from ICAO. |

Action Plan

Education and Training Committee

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| **AsMA Goal (2): Provide opportunities for education and promote research** | | | |
| **AsMA Tracking # (if assigned) and OBJECTIVES** | **ACTIVITIES** | COMPLETION DATE | METRIC / OUTCOMES |
| What do you expect to accomplish?  ER201003-6 Journal MOC/CME Feature | What is your plan of action to accomplish the objective? | When do you expect to complete activity? | What are your results? |
| ER201003-5 ASM Compendium |  |  |  |

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| **AsMA Goal (3): Provide members opportunities for professional growth and development** | | | |
| **AsMA Tracking # (if assigned) and OBJECTIVES** | **ACTIVITIES** | COMPLETION DATE | METRIC / OUTCOMES |
| What do you expect to accomplish?  Assess membership needs for annual scientific meeting (fulfills ACCME requirement);  Prepare 2011 annual meeting MOC/CME survey tool (fulfill ACCME requirement)  Assess delivery of MOC Part IV module on AsMA website and recommend any needed enhancements to the process | What is your plan of action to accomplish the objective?  Review annual meeting attendee surveys and prepare recommendations to ExCom for high need educational areas for next annual meeting. Request that these identified areas are forwarded to the Scientific Program Chair to facilitate incorporation into next annual meeting.  Work with association’s executive director to prepare questions for 2011 annual meeting   1. Contact ASAMS for evaluation of initial year of process 2. Prepare recommendations to Council for enhancements | When do you expect to complete activity?  August 2011  Preliminary questions completed by January 2011, posted on-line by May 2011 annual meeting  March 2011  April 2011 | What are your results?  Annual meeting attendee educational needs incorporated into next annual meeting (ACCME requirement)  On-line survey completed by all 2011 AsMA attendees requesting CME/MOC credit for the meeting  Improved delivery of MOC Part IV for 2011-2012 |

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| **AsMA Goal (4): Represent the discipline of Aerospace Medicine to professional, commercial and governmental organizations and advocate policies and standards** | | | |
| **AsMA Tracking # (if assigned) and OBJECTIVES** | **ACTIVITIES** | COMPLETION DATE | METRIC / OUTCOMES |
| What do you expect to accomplish?  Post approved version of “This is Aerospace Medicine” on association website; ER201003-4 Slideshows | What is your plan of action to accomplish the objective?   1. Complete final assessment of copyright issues related to pictures included in presentation. 2. Final proof of document, including credits. 3. Send to Rachel Trigg for final posting. 4. Perform annual review of the presentation. 5. Present any requested changes to Council. | When do you expect to complete activity?  9/15/10  1/31/11  May 2011 | What are your results?  Completed 2010 version of “This is Aerospace Medicine”  Updated 2011 version of “This is Aerospace Medicine” |
| Revisions to Compendium of Aerospace Medicine Courses | Compendium chair sends out annual request for updates  Submitted updates added | March  January, June, September | Updated Compendium of Aerospace Medicine Courses |

Action Plan

History and Archives Committee

History and Archives Committee, S. Mohler, Chair; Rick Allnutt, V-Chair; G. Bopp, V-Chair for Reinartz Initiative.

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| **AsMA Goal (1): Provide governance of the Association to maintain a sound financial structure and ensure continuity of the Association** | | | |
| **ER201003-7** | **ACTIVITIES** | COMPLETION DATE | METRIC / OUTCOMES |

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| **AsMA Goal (2): Provide opportunities for education and promote research** | | | |
| **ER201003-7** | **ACTIVITIES** | COMPLETION DATE | METRIC / OUTCOMES |
| What do you expect to accomplish?  Prepare Reinartz Historical Lecture Series- Video tapings of Senior AsMA members. | What is your plan of action to accomplish the objective?  Approximately a dozen interviews accomplished on tape. More interviews to be conducted in Houston area and in Alaska at 2011 meeting. Two video taping cameras obtained, one paid in 2009 by Reinartz fund, one pending Reinartz payment upon submission og receipts. Telecon planned for July 26, G. Bopp arrangements, with subcommittee members, to coordinate update planning. | When do you expect to complete activity?  Ongoing | What are your results?  Tapings will be available through AsMA homepage. These are viewed as beneficial to younger students who are considering a career in one or another of the professional areas covered by AsMA. |
| **Historic Lunch-Time Movies** | **ACTIVITIES** | COMPLETION DATE | METRIC / OUTCOMES |
| These movies demonstrate how aerospace medicine has evolved by contrasting early views of approaches to medical aspects of flight safety to views of today. The contrasts help give perspective to current practices which will be history for those coming downline. | Continue showing these movies from Dr. Richard Jennings’ extensive medical archives. | Ongoing | Provides perspective for younger members who are entering careers  in the fields covered by AsMA. |
| **Save historical documents** | **ACTIVITIES** | **COMPLETION DATE** | **METRIC / OUTCOMES** |
| The saving of historical aerospace medical collections and artifacts. | Members and organizations continue to donate to universities. | Ongoing | Continuing donations. |

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| **AsMA Goal (3): Provide members opportunities for professional growth and development** | | | |
| **Foster publications in the AsMA journal** | **ACTIVITIES** | COMPLETION DATE | METRIC / OUTCOMES |
| Publications in the AsMA journal of historical articles. | The Committee encourages these publications, and is pleased to note that members have responded, year by year. | Ongoing | Publications in AsMA journal by members. |
| **Interact on historical aspects of aerospace topics.** |  |  |  |
| Provide a forum, annual H&S Committee meeting for members to interact | Annual meetings | Ongoing | Participant Interactions and developing associations with the icons of Aerospace Medicine. |

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| **AsMA Goal (4): Represent the discipline of Aerospace Medicine to professional, commercial and governmental organizations and advocate policies and standards** | | | |
| **AsMA Tracking # (if assigned) and OBJECTIVES** | **ACTIVITIES** | COMPLETION DATE | METRIC / OUTCOMES |
| What do you expect to accomplish? | What is your plan of action to accomplish the objective? | When do you expect to complete activity? | What are your results? |

Action Plan

Science and Technology Committee

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| **AsMA Goal (2): Provide opportunities for education and promote research** | | | |
| **AsMA Tracking # (if assigned) and OBJECTIVES** | **ACTIVITIES** | COMPLETION DATE | METRIC / OUTCOMES |
| Propose and organize scientific panels and/or workshops for the next two Annual Scientific meetings | Topics discussed and organizing chair and co-chair appointed at annual meeting in May at the AsMA Scientific Meeting. Chairs work throughout summer and fall to organize activity. Chair and Deputy Chair keep tabs and assist as needed. | Ongoing | Panels and/or workshops submitted for review by the Scientific Program Committee by October abstract submission deadline.  If accepted, conduct activity at May meeting |
| Work with other AsMA standing committees and/or constituent organizations to develop, sponsor and support panels and/or workshops of mutual interest | Topics discussed and organizing chair and co-chair appointed at annual meeting in May at the AsMA Scientific Meeting. Chairs work throughout summer and fall to organize activity. Chair and Deputy Chair keep tabs and assist as needed. | Ongoing | Panels and/or workshops submitted for review by the Scientific Program Committee by October abstract submission deadline.  If accepted, conduct activity at May meeting |
| Publish the Science and Technology Watch column in the Aviation, Space, and Environmental Medicine Journal (ASEM). | Organize, solicit, review, and submit for publication to the ASEM Managing Editor prior to the Editor’s deadlines. Authors for Watch columns come from Committee members, as well as the aeromedical community in general.  Committee members volunteer to organize a column according to a schedule that is finalized during the annual Committee meeting | Ongoing | Goal is to publish a column in each journal issue |

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| **AsMA Goal (3): Provide members opportunities for professional growth and development** | | | |
| **AsMA Tracking # (if assigned) and OBJECTIVES** | **ACTIVITIES** | COMPLETION DATE | METRIC / OUTCOMES |
| Committee participation is open to all AsMA members. | Provide opportunities for STC members to propose, organize, and submit panels and S&T Watch columns | Ongoing | Members participate in Committee activities, submit columns, and assist in committee planning with peers representing a wide range of aeromedical expertise |





**Aerospace Medical Association Corporate & Sustaining Membership Committee**

**2010 – 2011 Action Plan**

**Chairman: Yvette M. DeBois, MD MPH Deputy Chairman: Unassigned**

Goal #1: **Provide governance of Association to maintain sound financial structure and ensure Association continuity.**

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| **Objectives** | **Activity** | **Action Target Dates** | **Metrics** |
| Identify potential new CSA members and introduce them to advantages of corporate membership through mailed solicitation package distribution and follow up by telephone | Solicitation Sessions 1-3 | June/July 2010  September/October 2010  February/March 2011 | Enlisted CSMC return logs to Chairman at conclusion of each session |
| Update Committee members regarding decisions and plans for 2010-11 cycle | May 2010 Minute Distribution | July 2010 | Minutes posted to AsMA website CSMC secured section file |
| Provide transparency for task assignments and opportunities for members to contribute to tasks throughout the year as available | Calendar Development & Distribution | July 2010 | Calendar posted to AsMA website CSMC secured section file |
| Introduce new CSA members to functions of CSMC  Assist CSA President in creating packet additions | New Member Welcome Packet Letter | July 2010 | Letters to Home Office |
| Redesign recruiting tool for new members to reflect business objectives | Corporate Brochure Revision | October 2010 | Text completion submissions to Pam Day |
| Confirm CSA representation with redundancy to promote continuity of contact and to bolster CSA infrastructure | CSA Directory Update | September 2010  March 2010 | Updated directory to CSA President |
| Support transition of the CSA Courier to CSA management. The Courier remains the only central vehicle for Affiliate member communication. | CSA Newsletter Feature Articles & Standing Committee Report Submissions | September 2010  March 2011 | Feature articles and reports submitted to Affiliate President |
| Maintain a record for the year of CSA expenses to provide a framework for financial planning for the future of CSA | Developing Financial Strategies for the Growth of CSA | October 2010  April 2011 | Report submission to Chairman for mid-year and annual report |
| Update key functions in preparation for the CSMC Report to Council | Reports to Chairman | October 2010  March 2011 | Report submission to the Chairman |
| Update Council regarding progress of activities in preparation for mid-year and annual meeting activities. | CSMC Report to Council | October 2010  April 2011 | Report submission to Home Office and posted to AsMA C&S secured site |
| Support continuity of contact throughout the year | CSA Holiday Cards Distribution | December 2010 | N/A |
| Request facilities to support May 2011 meeting activities | CSMC May Meeting Arrangements | January 2011 | Requests sent to Home Office /Tom Dozier |
| Support Affiliate in election activities annually | CSA Election Support | February 2011  March 2011  April 2011  May 2011 | Call for Nominations posted electronically  Nominations Closed & Posted Electronically  Voting Process Closure  Election Results Reported at CSA & CSMC meetings |
| Update CSA members about meeting activities including exhibiting options, Corporate Forum, Speaker Bureau, panel and workshop sponsorship, and awards | CSA Meeting Correspondence | October 2010  March 2011 | Report included within midyear and annual reports to Council |
| Establish internet presence and connectivity for Affiliate with text sent to Home Office in installments | Website Text Development | September 2010  February 2011 | Submissions to Home Office |

Goal #2: **Provide opportunities for education and promote research.**

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| **Objectives** | **Activity** | **Action Target Dates** | **Metrics** |
| Assist CSA in panel / workshop development and submission and/or submission selection for sponsorship | Support of CSA in Panel & Workshop Sponsorship Development, Submission & Selection | November 2010 | Successful submission and Scientific Program Committee acceptance of developed panels, workshops  Sponsorship reported to Pam Day for publication purposes |
| Complete Occupational & Environmental Medicine Core and Nursing Core | Core Development | January 2011 | Completed Cores posted to website |
| Select Cores for development in the upcoming cycle | 2011-2 Core Development | February 2011 | Report to Chairman and CSA President |
| Confirm and orient participants in selected taskforce including target action dates | 2011-2 Core Taskforce Participants Finalized | April 2011 | Post to website selected cores for upcoming cycle with brief profiles of taskforce participants |
| Assist CSA in recognition of resident and student scholarship in aerospace sciences through support of submission review and awardee selection | Support of CSA Sponsorship for AMSRO Scientific Paper Award | May 2011 | Award Announcement at 2011 Scientific Meeting |

Goal #3: **Provide members opportunities for professional growth and development.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Objectives** | **Activity** | **Action Target Dates** | **Metrics** |
| Identify organizational and professional needs of new CSA members at intake and periodically to involve them in Affiliate activities that would meaningfully assist them in achieving organizational and personal goals | Needs Assessments | June 2010  September 2010  February 2011  May 2011 | Log Posted to Secured Electronic Document within 30 days of Needs Assessment with progress reviewed monthly by Chairman |
| Assist Affiliate in showcasing organizational and personal professional achievements on the Corporate Page of ASEM | Corporate Page Submission Support | August 2010  December 2010 | Submissions to Managing Editor ASEM |
| Support transition of the CSA Courier to CSA management    Provide opportunities for showcasing organizational and personal professional achievements in CSA Courier | CSA Newsletter Feature Articles & Standing Committee Report Submissions | September 2010 | Feature articles submitted to Affiliate President |
| Support establishment of traditional Affiliate functions within CSA for | Modeling for Affiliate Key Committee Chairman functions | October 2010  April 2011 | Progress reported within mid-year and annual year reports to Council |
| Identify strategies for improvement of the exhibitor experience at the annual meeting | Exhibitor Experience Assessment | November 2010 | Progress reported within mid-year and annual year reports to Council |

Goal #4: **Represent the discipline of aerospace medicine to professionals commercial and government organizations and advocate policies and standards.**

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| **Objectives** | **Activity** | **Action Target Dates** | **Metrics** |
| Develop recommendations for AsMA actions to address declining internal airline medical departments in the US | AMD Workgroup\* | November 2010 | Report to Council from workgroup |

**Key**

***Italics –*** CSMC member responsible for leadership on task

AMC – Affiliate Membership Committee

APC – Affiliate Program Committee

ANC – Affiliate Nominating Committee

FI – Finance Initiative

\*Workgroup not yet tasked to CSMC formally, but issue presented by CSA member to CSMC for action.

Action Plan

**Committee Name: Air Transport Medicine Committee (ATM)\_\_\_**

(one of the four strategic goals in the bylaws)

# GOAL: \_Represent the discipline of Aerospace Medicine to professional, commericial and governmental organizations and advocate policies and standards\_\_

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| --- | --- | --- | --- |
| AsMA tracking number (if assigned) and OBJECTIVES | **ACTIVITIES** | COMPLETION DATE | METRIC / OUTCOMES |
|  |  |  |  |
| *Perform studies and prepare timely reports, position papers, draft resolutions, and recommendations on biomedical aspects of air transport operations.* | 1. *Receive and/or solicit areas of ATM interest that may need review* 2. *Solicit participation of subject area experts in review of areas of ATM interest* 3. Partner with other AsMA standing committees, groups and organizations in AsMA communications activities as needed 4. *Review relevant research in areas of ATM interest* 5. *Present reports, position statements, draft resolutions to AsMA Council for potential endorsement* | Respond to Committee timelines or Council requests within the timeframe specified | *Timely reports, position statements, draft resolutions in the proper format and of the proper content provided to Council for approval.* |
| Panel development - Flight Deck and Cabin Air Quality | *Reviewing two major prospective research projects, the Ideal Cabin Environment Project (ICE) and the UK Department of Transport Committee on Toxicity Cranfield University* | *Oct 31, 2010* |  |
| Panel Development - The present status, role and future of Airline Medical Departments |  | *Oct 31, 2010* |  |
| Position paper - Emergency medical services crews’ disclosure to pilots | *soliciting further views* |  |  |
| Nominee selection - Research on the Transmission of Disease in Airports and on Aircraft | *currently reviewing this publication and will be making appropriate comments in due course* |  |  |

Action Plan

**COMMUNICATIONS COMMITTEE – (AS OF AUGUST 2010)**

# GOAL: \_Represent AsMA, and its various disciplines, to professional, commercial and governmental organizations and advocate policies and standards where appropriate

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| AsMA tracking number (if assigned) and OBJECTIVES | **ACTIVITIES** | COMPLETION DATE | METRIC / OUTCOMES |
|  |  |  |  |
| *To promote communications and information exchange between AsMA members and between AsMA and the public* | 1. Improve the utility and usability of the AsMA Website 2. Prepare Press Releases or bulletins of AsMA activities and events. 3. *Arrange the content of membership mass (push) emails on news and events and significant Executive Committee and Council discussions or decisions* 4. *Promote teaching forums like podcasts and video teleconferencing* 5. *Post and arrange the access of presentations from the AsMA annual scientific meeting to the website* 6. *Post archives, interviews, and other items of historical interest on the website* 7. Partner with other AsMA standing committees, groups and organizations to enhance communications as needed 8. Provide guidance to Council as requested on communication matters. | Respond to Committee timelines or Council requests within the timeframe specified | Products produced, survey feedback on value of membership and enhanced communications and information sharing |
| ***Integrate with Home Office to write Press Review for upcoming article in Aug AsMA Journal, “My Car is Sinking: Automobile Submersion, Lessons in Vehicle Escape”.***  ***(Giesbrecht & McDonald)*** | *Written and submitted* | *July 2010* | *Posted July 20, 2010* |
| *Submit Comm. Cmt Policies and Procedures document* | *Written and submitted* | *Aug 2010* | *Formal documentation completed.* |
| *Integrate with Science & Technology Committee and Education & Training Committee to have AsMA Scientific Meeting presentations on the website* | *On-going* | *As per Sci&Tech and Educ&Training Cmts* | *Meeting presentations on the AsMA Website* |
| *Integrate with Ed and Training Comm to facilitate webinars (UTMB/NASA Grand Rounds)* | *On-going* | *TBD* | *Enhanced training and education.* |
| *Develop “Dr. Aero” Q/A website forum* | *Recent telecom with physiologist serving*  *as”Dr. Deco”for diving community.*  *Further info needed from ScubaBoard to*  *understand mechanics, quality assurance of*  *info shared, potential liability, etc.* | *TBD* | *Improved sharing of information in timely fashion.* |

Action Plan

**Committee Name : International Activities Committee**

# GOAL: Provide members opportunities for professional growth and development

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| OBJECTIVES | **ACTIVITIES** | COMPLETION DATE | METRIC / OUTCOMES |
|  |  |  |  |
| **I** Have greater participation in the other AsMA committees  b)      IAC will deliberate on other participatory activity | Representation on Awards Committee | Immediate action at the coming AsMA Executive Committee meeting (27 to 28 Aug.) | Incorporate at least 1 IAC member |
| **II** Seek to contact all non – USA Affiliate Members: | Aim to have a short write up on their activities to be published in ASEM journal. ESAM has started the ball rolling.  Send out circular for the Affiliate Associations for facilitation | September 2010 | Approx. 6 publishing/ Year |
| **III** Review the “reception to honour international members”  to improve outreach and relevance. This reception plays a critical role in the recognition of those non-US members who have come to the meeting from so very far and who are to be recognized for their continuing active participation | Configuring some kind of structure of the Reception:   * Announced key-note speaker’s (AsMA HQ – US-member- Non US member) who facilitate the dialog between the participants * Small reports from geographical areas (like ESAM did it) or Associations, * Pointing out significant non-US achievements on the field of Aerospace Medicine | November EC meeting | Increase the No of participants and their activities on the reception by 20% |
| **IV**.        Look at ways to improve AsMA membership | At this moment we have members from 76 (appr) countries. There are more then 100 countries which are not represented, check them. Try to make contact there through our international activities | On an ongoing basis | ? |