

**Minutes of the**

**Aerospace Medical Association**

**Executive Committee Meeting**

***August 24-25, 2012***

**Embassy Suites**

**Summit Room**

**7290 Commerce Center Drive**

**Colorado Springs, CO 80919**

**MINUTES**

**EXECUTIVE COMMITTEE**

**AUGUST 24-25, 2012**

**COLORADO SPRINGS, COLORADO**

**Attendees Unable to Attend**

P. Glenn Merchant – President Estrella Forster - Secretary

James Webb – President-Elect Genie Bopp – Member at Large

Mark Campbell – VP Education & Research Joseph Dervay – Member at Large

Charles Fisher – VP, Member Services

David Gradwell – VP, International Services

Philip Scarpa – VP, Representation & Advocacy

Hernando J. Ortega (telcon) - Treasurer

Jan Stepanek – Member at Large

Jeff Sventek – Executive Director

1. 8:00 AM - Call to Order **(Merchant)**

Executive Committee members in attendance introduced themselves and provided a brief biography.

1. Approval of Minutes from February 17-18, 2012 EXCOM Meeting

**MOTION Presented & Approved:** The minutes of the 17-18 February 2012 EXCOM Meeting were approved without changes

1. **GOVERNANCE – WEBB**
   1. Home Office **(Sventek)**
      1. AIM Meetings & Events Presentation of 2017 Annual Scientific Meeting sites for decision **(Galanty – via Conference Call)**

Walt Galanty presented a description of the potential venues that would host the AsMA conference in 2017. A total of 47 proposals were received. Five locations were selected for discussion, all non-union, all offering government per diem room rates, and all available during dates that would not interfere with Mother’s Day. Packets providing detailed information of each selected venue were provided to the EXCOM members present. Discussion of each site followed:

1- Anaheim Marriott – Located in the convention center complex, next to the Hilton. Totally self contained. Plenty of meeting space, in process of building garden area. There will be a walkway between Marriott and Hilton. Convenient airport transport (several airports). Per diem is $125. All amenities requested were granted. Complimentary internet included for all rooms (usually includes public areas too), but not yet included for meeting rooms (a negotiation item). Includes 500 gal. of coffee. Plenty of restaurants and night life. Not on Disney property – can walk to Disneyland (about .5 mi). Offer 10% food discount (AsMA and associated groups’ events). Said discount is also subject to negotiation. Assumes 80% booking, which is a viable goal since we reached 105% in Atlanta and our booking goals were reduced when we planned for the impact of the current recession. We have begun to ask the venues to cover the Council meeting’s breakfast and lunch on AsMA Sunday. Pros: access to multiple airports and is a known destination to internationals.

2. Atlanta Westin – Located close to Hilton of AsMA 2012. Closer to ground transportation – MARTA. Plenty of space and arrangements as Anaheim. Per diem is $133. Similar amenities as in Anaheim. Same dates as Anaheim. Pros: Things to do in Atlanta – a site’s activities that were a pleasant surprise in 2012. Cons: Been There-Done That.

3. Dallas Hilton Anatole – Also self contained. 1,500 hotel rooms, 2-3 miles from downtown. Huge atriums, massive complex. Per diem is $113. Date available is the week after Mother’s Day. Does not conflict with Memorial Day. Offers several restaurants and a food court. Pros: easy to reach/access – Dallas is hub airport. Cons: Things to do in Dallas – unknown. Also, everything outside of hotel is a cab ride away.

4. Denver Sheraton Downtown - Huge facility, 1,300-1,400 rooms, arranged as 2 towers. Located at the heart of downtown, in 16th street. Huge entertainment area (allows no cars); trams available in 2 mile area outside the hotel – accessible to baseball stadium. Lots of restaurants and bars. Per diem is $140. Cons: 1) far from the airport – though there will be a rapid railway system by 2016. Otherwise, taxi ride is $50 and Super Shuttle is $16. 2) Dates available Apr 19th-26th – weather may be a concern. Pros: nice parks, museum, and ski areas.

5. Reno Grand Sierra Resort - Big complex, 2,000 rooms. We would be the only group in the house. The hotel was recently re-purchased – it will undergo complete renovation by 2015. Pros: 1) free transportation to/from airport; 2) Lowest food and beverage costs (highest potential for profitability); 3) Not near downtown Reno. Cons: Las Vegas 2016 to Reno 2017 – may get old.

**Executive Committee resolved the top 2 venues are 1) Denver and 2) Dallas and asked Walt and ED to pursue these further. (OPEN – GOV201208-1 2017 Annual Scientific Meeting Location – Sventek/Galanty)**

Walt was commended by the President for the great job he is doing in planning for the 2017 meeting and the many other activities he has been supporting for the last 11 years.

* + 1. **GOV201103-3 Membership Survey Result – Ability for Members to Pay All Dues at One Time via AsMA Website (OPEN - Sventek)**

Executive Director reported the IMPak database combined with the new AsMA website can provide the Association the ability for members to pay all dues at one time. He cautioned the Executive Committee that for this process to be implemented, members’ dues must all become due on a single date annually. A recent member survey indicated AsMA members preferred a renewal date near the Annual Scientific Meeting. Dr. Fisher recommended a June 1 renewal date. This would allow the Fellows Evaluation Committee to complete their evaluation processes without concern about expired memberships. A June 1 renewal was agreed to by the Executive Committee and directed the VP, Member Services work with the Membership Committee to develop a transition plan from the current rolling monthly renewal processes. Goal is to have a transition plan approved by Council for a June 1, 2013 implementation. **(OPEN – Fisher/Heil)**

**FINANCES.** Discussion of several financial line items ensued, including Journal income in terms of membership dues, subscription to libraries, payroll management expenses ($10,000 to Paychex), copyright royalties, archiving expenses (attained a savings of $7 K), insurance, rentals, and other issues. **(INFO)**

**Membership Database.** The updating of the membership database has improved our understanding of membership numbers and types. The $50 fee for Emeritus membership made a great difference as did the distinction between resident and student members. It was noted that the spouse membership is dropping, for unknown reasons. The line item referring to Fellows Dues will be corrected to read “initiation fee.” **(INFO)**

**AsMA Welcome Reception.** Discussions regarding this event focused on cost, approximately $20 K in Atlanta. It caters to all attendees to the meeting (approximately 1,000 in Atlanta). Members like this function and have come to expect food (i.e., supper) and drinks. It was suggested to charge the membership a fee for this function. Various fee amounts ($10-$15), type of foods (finger, dessert), and the impact of this social event were considered. While this event is important, it needs to be toned down (cut expenses).

Cutting expenses, including the establishment of caps were also recommended for the *President* and *International Receptions*. It was noted that the sponsors of such events are also being “nickeled and dimed” by the constituent organizations. Other approaches to defray costs were presented, including raising exhibit registration fees.

**MOTION Presented and Approved:** Raise *exhibit rental rates* by $100 and charge a $10 fee for the *Welcome Reception*. For the latter, the budget cap is $20,000. Further, the cap for the International Reception is $5,000. **(OPEN – GOV201208-2 AsMA Welcome Reception – Sventek)**

**AsMA Website.** The new AsMA website will proudly be online on 6 September. Several improvements were realized, including the ability for AsMA members to pay all their dues (i.e., AsMA and Constituent) at one time. Consultation with the various constituent organizations is underway. This capability, if approved by Council in November, will be available in June 2013. There will be a standard process to pay dues and guidance will be provided regarding deadlines, formulas, and other details. The intent is for AsMA to provide a full service to the Constituents, such as tracking and maintaining their membership databases. **(INFO)**

* + 1. CPI report **(Sventek)**
       1. Pay raise for staff – 1.8% based upon CPI for DC area/special consideration for Rachel Trigg **(Sventek – Report attached)**

The consumer price index (CPI) is 1.8% in DC. Recommendation by ED is to grant 1.8% salary increase to the staff members, excluding Rachel Trigg and ED. The role they serve and the credentials of each staff member were requested by the EXCOM and discussed next:

Giselle Vargas – Operations Manager, right hand person. Manages finances, runs the organization. Completed her associates degree (AA). She is working towards her BS degree. Has been a member of the association’s staff for 6 yrs. Compensation Report in the DC area for similar position was obtained by ED. AsMA staff is compensated about half of what other non-profit organizations do in this area. If something would happen to the ED, Giselle would keep things running.

Gloria Carter. Director of Membership, 31 yrs. with AsMA. She does good work; has improved immensely, started a couple of very good projects, very impressive; Has a desire to improve herself. Does not possess a college degree. She is going through rough times; husband has cancer and is not responding well to treatment. Gloria is responding well to leadership. She may be retiring soon.

Cheryl Kildall. Subscriptions Manager and Assistant to the Director of Membership. Cheryl is not interested in advancing to Gloria’s position should Gloria retires. Has been with the association 14 yrs.

Pam Day. Journal Manager – runs the association’s journal. Has a college degree. Has been with the association for 31 yrs. Excellent work.

ED reminds the audience that he has been asked to accept the CPI pay raise the last two years, even though he had not requested it and would prefer that if any moneys of that nature are available, for these to be assigned to the staff, as they need the money. To that end, he also requested for his salary to be capped at $120,000.

Discussions follow regarding: how the visibility of the association has increased; how raises should be considered in terms of the individual performance and education – rather than as a blanket raise in salary; how CPI increases have always been covered; and how the potential for a raise/bonus is useful to the ED as a performance incentive. ED reminds all that the salaries offered to the staff do not come close to those offered by other similar entities in DC.

Rachel Trigg. Assistant to Pam Day in the management of the Journal. Possesses college degree. Performs additional duties. For example, ED asked her to update the AsMA website; though Rachel only knew a little about this function, she took on the task. She has been the webmaster for the past year, and along with the ED, basically constructed the new AsMA website. Rachel’s responsibilities now include the maintenance of said website (i.e., as AsMA Webmaster), a task beyond the duties for which she was hired. For this reason, the ED requested to raise her salary by 16%, so as to reach $40,000, although this level was still considered low (underpaid) by the ED. ED clarified Rachel was also “maxed out on appraisals” and pled her salary needs to represent her position.

Discussions regarding the proposed raised above and other related issued included: the need to rename Rachel’s position in accordance to her new duties; the consideration that an IT person who would perform Rachel’s webmaster functions would likely earn much more; the fact that Rachel has demonstrated her interest in self improvement.

**MOTION Presented and Approved:** 1.8% increase for all staff members - across the board **(CLOSED)**.

**MOTION Presented and Approved:** Create a new position for Rachel, to update the one she currently occupies, with her new responsibilities included. Include language describing her new job position, at the base salary of $40 K. With respect to the 1.8% raise in salary (previous motion), it applies to the current salary, not the one to be realized when this second motion is enacted **(CLOSED)**.

* + - 1. Bonus for staff – targeted based upon performance

Staff appraisals were discussed by ED. ED explained the scores addressed different aspects of the job positions and clarified the scores ranged from Highly Effective (HE) to Unsatisfactory. If the predominance of the individual scores was HE, then, the resulting overall score would be HE. A similar approach was taken for the other score levels.

Three staff members with an overall score of HE, were recommended by the ED for a 3% bonus from current base salary. Two staff members, with an overall score of E, for effective performance, were recommended by the ED for a 2% bonus from current base salary.

Discussions ensued – several topics: the need to establish a maximum bonus structure; Recall the staff has already received a 1.8% increase in salary; ED should be free to assign bonuses as he sees fit, provided a cap – he is the manager; said cap (e.g., 1, 2, 3%) should be revisited every year; Bonus: Bonuses should be focused on employee performance, not profits.

**MOTION Presented and Approved:** Executive Committee grants authority to the ED to provide annual bonuses to the AsMA staff as he sees appropriate. Said bonuses are capped at 3% from base salary. This authority is granted from this year forward **(CLOSED)**.

**MOTION Presented and Approved:** Executive Committee grants ED $12,500 bonus **(CLOSED)**.

* + 1. Certified Association Executive Status **(Sventek)**

ED is a member of American Society of Association Executives (ASAE) and seeking to achieve the status of Certified Association Executive (CAE) per ASAE guidelines and contract with AsMA. ED will be attending the kick-off class soon, towards earning 100 study hours addressing CAE fundamentals. Additional requirements the ED will be completing are: 3 years of experience and passing a certification exam.

ED explains that ASAE membership has proven to be useful. He joins morning discussion forums and has helped members with queries/problems. **(INFO)**

* 1. Finance **(Ortega)**
     1. Treasurer’s Report **(Ortega – Report Attached)**

The treasurer and ED reported the financial status of the organization, including trends and comparative analysis of historical data.

Concerns were expressed regarding the organization’s dependence on the annual meeting. It was noted that travel by some AsMA members is becoming more difficult. There is an urgent need to address current issues with government attendees, particularly those from organizations that typically sponsor large groups. Need to think of the individual benefits of attending AsMA.

The 2010-2012 budget was discussed. While the preparation of summaries are useful, there is a need to match the processes (budget and finance). The treasurer performed a planned vs. realized analysis of the budget in detail, indicating where the deltas are and how the various expenses were categorized. Such spreadsheet was submitted to ED for his input.

It was recommended a financial risk analysis is conducted as well – to address what areas are expanding/contracting, for future planning.

Assets and Liabilities were explained as separate from Profit and Loss financial sheets.

Discussion of various line items followed a) Tax issues regarding the building, b) President, Fellows, and other accounts; c) Investment portfolio with UBS – these securities are safe and will hold their value over time. The president requested this topic be a focus of discussion for the EXCOM Spring meeting.

2012 Profits: projected to be $14,000-$44,000 in the black

It was recommended to present a 5-year trend analysis in the future.

Various other budget line items were discussed. Focus was placed on the status of the Journal, as it is consistently over budget by 30%. There is a need to identify in detail the reason for this discrepancy and develop better predictive strategies – given the current budget constraints. Comparisons are also difficult to perform, as many improvements (changes) have taken place during the last couple of years. In addition, some personnel costs are assigned to the journal (e.g., Pam and Rachel), yet, these employees perform multiple duties not related to the journal. Perhaps their salaries could be attributed to several budget line items, but this approach would make it more difficult to track the same.

It was recommended that the financial information, when presented to the AsMA membership, be in graphic format rather than text, so that it is more easily understood.

Corporate fees were discussed next. These fees are $400 per member. These funds are distributed as follows: $100 to the journal and $300 to general operations. Annual corporate membership dues total approximately $22,000.

Sponsorships totaled $15,500 last year, all directed to specific events, such as the International Reception, the President’s Reception, and others. Noted was that ETC is also our largest advertiser. Thus, concerns were expressed regarding ETC’s support, and how critical it would be if we lost such support.

ED proposed a $25 increase to the AsMA meeting registration fee, to defray the Chicago costs **(See Attached Report)**. He explained that the Chicago hotel is a union based venue. AsMA audiovisual costs are usually $67 K. Chicago quoted this requirement at $150 K. ED/Walt Gallanty negotiated the cost down to $93 K. A special receiver plug is necessary to access power, said power is provided by union labor and costs $20,000 (negotiated down from $29,000). This fee includes Wi-Fi for 500 users at a time and 8 hard-wire internet connections for Registration activities. The $25 increase in registration signifies a potential cost offset of $25,000, assuming 1,000 attendees to the meeting.

ED is also worried that the federal government may restrict the number of attendees to AsMA 2013. He has been working with ASAE to address this issue – they have had some success.

Size of the registration fee was discussed next: $395 is considered low cost for a physician’s conference. However, it was noted that the members of AsMA are not all physicians, thus we must keep the fee low.

It was suggested to approve the $25 registration bump except for students and residents, as they are struggling. It was also suggested that the increase would only be applicable to Chicago.

Several suggestions were next proposed to raise the registration fee of non-members. Options considered were: a) charge them twice as much, b) charge proportionally, c) charge $5 more $30 instead of the $25), d) do not reduce fee by $100 just because they submit abstract.

**MOTION Presented & Approved:** Non-member registration fees (Advance & Onsite) increase $50 above 2012 registration fees. **(CLOSED)**

Multiple conversations ensued regarding non-member presenters and their fee – offering them incentives; mitigating or eliminating dues of invited speakers and past presidents; etc.

**MOTION Presented and Approved:** Reduced registration fee for non-member presenters was eliminated. **(CLOSED)**

Several conversations ensued regarding higher conference fees for non members, ranging from $40 - $50 additional fee. ED noted that we are far below other conferences that offer CME credits (e.g., $1000 fee). Also noted was the conference fee of AFAP ($625 members $995 non-members).

**MOTION Presented and Approved.** There shall be a $25 dollar increase to the member registration fee in Chicago. **(CLOSED)**

It was stated as important to consider the benefits of AsMA membership and to address the differential cost for physicians, CME/MOC accreditation, and other issues. For example, 90% of the fees required of members seeking CME accreditation are paid by a third party.

**MOTION Presented and Approved.** Non-member attendees to AsMA seeking CME credit shall be assessed a $25 additional fee (additional to the previous $25 fee). **(CLOSED)**

* + 1. AsMA as Public Charity **(Ortega/Sventek)**
       1. Tax deductible portion of membership dues

Discussions focused on the Association’s membership fee - which part of it is tax deductible (60%). Such information will be provided to the membership. It was noted that the fee is 100% deductible when claimed as a professional expense. ED keeps in contact with the IRS to ensure AsMA maintains 501(c)(3) designation. **(INFO)**

* + - 1. Donations for website capital campaign

AsMA has received two donations to the website capital campaign, by ED and Dr. Sides, each $300, to get the campaign going. Donors may send checks addressed to “Website Capital Campaign” and will get a receipt to indicate the donation is tax deductible. **(INFO)**

* + 1. Approve draft 2013 budget for Council submission **(Ortega/Sventek- See Attached Budget)**

The 2013 Budget Proposal was discussed, where ED and Treasurer estimates were compared. Differences were noted and various approaches to harmonizing the data were agreed upon, including matching the data to accounting line items. Improvements to the format were also recommended.

**MOTION: Presented and Approved:** Draft 2013 Budget approved by Executive Committee to be presented to the Council during November 2012 meeting. **(OPEN – GOV201208-3 Draft Budget for Council Approval)**

* 1. Committees
     1. Bylaws **(Laub)**
        1. How to determine quorum for electronic voting on resolutions and bylaws changes? **(Webb)**

This topic has been a concern for a while. It has been presented to the Resolutions Committee and the Parliamentarian for guidance. Roberts Rules of Order actually frown on electronic voting. The resolutions process was provided as an example; it calls for 2/3 of all members of council to pass a resolution. A virtual voting approach is possible given enough time is granted for people to respond. There is no AsMA policy regarding electronic voting, though it has been conducted by the Resolutions committee. Currently, a council quorum is established when 40% of the members are present. An EXCOM quorum is established when 6 of the 11 voting members are present. It is clarified that a quorum concerns the ability to hold a meeting, not to conduct voting. It’s expected that electronic voting would encourage more participation. **(INFO)**

* + 1. **Standard Agenda Item - Policy & Procedures Manual (Laub/Webb)**

**Editor’s Membership in Council.** Dr. Webb suggested the Editor in Chief (EdC) become an official member of Council. Rationale: the EdC has always attended the Council meeting; given that the Journal is an important benefit to the membership, it deserves recognition by membership in Council.

Discussions ensued regarding the position of Editor (an Independent Contractor) and the implications of Council membership – relative to oversight of the Journal. While the Editor serves at the pleasure of the Association, he must remain independent of the same. For example, he would not provide input to the budget process, as he is the Editor of content, and must remain separate from the fiscal responsibilities associated with the journal. Meanwhile, it is necessary that the Council would foment a shared vision for this publication, hence the necessity to include the Editor as member of Council. Such membership would be ex-officio (without vote) and his travel expenses would be reimbursed by AsMA, should he be asked to be present at Council meetings.

**MOTION: Presented and Approved:** Prepare Bylaws change adding the Editor-in-Chief of *Aviation, Space, and Environmental Medicine* to the AsMA Council (ex officio). **(OPEN – Bylaws Change Adding Editor-in-Chief to Council – Laub/Webb)**

**Finance Committee.** Dr. Webb proposed to fix the mismatch of wording describing the position of the Finance Committee’s Chair in terms of how s/he is appointed and distinct from the functions of the Treasurer overall.

**MOTION: Presented and Approved:** Prepare Bylaws change correcting the disconnect currently in the Bylaws for Finance Committee and Treasurer. **(OPEN – Bylaws Change to Correct Finance Committee/Treasurer Disconnect – Laub/Webb)**

**Annual Meeting Committees.** Dr. Webb indicated there are no such committees described in the Bylaws and requested the Scientific Program Committee, Registration Committee, and Arrangements Committee be officially recognized. Rationale: these groups of people work very hard and long hours. They need to be recognized for their effort – given more standing. The Executive Committee agreed and further advised these committees would be under the purview of the Executive Director as the General Chair of the Annual Scientific Meeting.

**MOTION: Presented and Approved:** Prepare Bylaws change adding the Scientific Program Committee, Registration Committee, and Arrangements Committee as official committees associated with the Annual Scientific Meeting. **(OPEN – Bylaws Change to add Annual Scientific Meeting Committees – Laub/Webb)**

**Reporting by Committees.** Executive Committee agreed with Dr. Webb’s recommendation that the P&P Manual should include information regarding the reporting process of each committee (e.g., who do they report to and their responsibilities). For example, while the ED is the chair of AsMA meeting proceedings (oversight of functions and logistics), the Scientific Program Committee is concerned with the science and quality of training offered at the meeting. **(INFO)**

1. **EDUCATION AND RESEARCH – CAMPBELL**
   1. Editor’s Report **(Bonato – See Attached Report)**

**HF Virtual Journal.** Editor-in-Chief recommended this initiative be dropped. **(INFO)**

**ESAM Publication.** The European Society of Aerospace Medicine (ESAM) had discussed with the AsMA ED the publishing a quarterly journal – this has been difficult to accomplish and would be expensive to realize. Thus, Editor-in-Chief plans to invite Dr. Jürgen Graf to join the editorial board of ASEM, and forge a collaborative relationship instead. Dialog is underway. **(INFO)**

**Ingenta Solution.** Editor-in-Chief reported that the Association’s journal is doing well per the number of downloads from Ingenta, the venue that provides access to ASEM contents. **(INFO)**

**Collaboration with China.** Editor-in-Chief is undergoing discussions with Chinese colleagues who are planning to hold a conference on Environmental Science. They requested ASEM to publish approximately 20 papers from that conference. Negotiations are underway. Their request to use their editors as opposed to ours was rejected. It is projected that the publication would be an online Supplement to the Journal. Costs would be $120 a page. Editor-in-Chief is currently reviewing the proposed contract.  **(INFO)**

* 1. Managing Editor’s Report **(Day)**

**Abstracts Submission Website.** Editor-in-Chief reported the AsMA 2013 abstracts submission website will be a new venue, different from last year’s. Two finalists were selected from the request for proposal (RFP) process. Said finalists demonstrated their products. Managing Editor and Executive Director selected a provider from Vancouver, Canada. Valerie Martindale was very helpful in the selection process. Executive Director noted that the Conflict of Interest section of the website has been expanded to accommodate the nurses’ Continuing Education accreditation requirements. **(INFO)**

* 1. Annual Meeting **(Sventek – See Attached Report)**
     1. Atlanta
        1. Final registration – 1,441
        2. Revenue: $773,818 ($719,598.38 in Anchorage)
        3. Expenses: $362,466 ($280,660.62 in Anchorage)
        4. Excess Revenue: $411,352 ($438,937.76 in Anchorage)
        5. Average evaluation rating: 4.37 out of 5. The contents of the meeting very highly rated
        6. Digital meeting application a huge success– will continue in Chicago and will continue to search for corporate sponsorship to defray costs.

Approximately 500 people used the application which also received good reviews. The sponsored $3,500 defrayed costs. Executive Director proposed charging the membership for the application, given its utility and that it serves two different operating systems. The charge suggested was $2.99. Information regarding side meetings and activities outside the scientific program will be incorporated for AsMA 2013 deployment. Other products from companies such as Fountainhead are being considered. Executive Director will be providing the current vendors with feedback so as to give them an opportunity to improve and remain the preferred vendor(s), pending costs. **(INFO)**

* + - 1. IntelliQuest Media DVDs/CDs sold well – looking at new vendor for Chicago

Revenue from this effort was approximately $1,250. The Chicago meeting will have to depend on union labor to support power and audiovisual requirements. Discussions regarding these unexpected costs are underway. **(INFO)**

* + - 1. Theme for 84th Annual Scientific Meeting in Chicago: “Transforming Today’s Challenges into Tomorrow’s Opportunities”

The AsMA 2013 theme “T*ransform today’s challenges into tomorrow’s opportunities*,” was approved by the President. He added that we are turning to be less about government systems and more about industrial systems. Therefore, we need to look at that future. **(INFO)**

* + - 1. Clinical Aviation Medicine, 5th Edition – Edited by Dr. Russell Rayman
         1. ETC sponsored the publication ($50 K) **(INFO)**
         2. 1,300 free copies will be available at the ETC booth in the exhibit hall (Mon – Tues), per request from Dr. Rayman. Any remaining copies will be sent to AsMA HQ **(INFO)**
         3. Books in the publisher’s warehouse will be shipped, as needed, to AsMA HQ to be given to new physician members **(INFO)**
         4. Offer publisher VP/Bill Mitchell opportunity for short comments during Opening Ceremony?

The request by Dr. Rayman was considered. It was resolved that ED will notify Dr. Rayman that his request is not possible to accept. Instead, the following honor will be presented to Bill Mitchell during Honors Night: President’s Citation – furthering the science of aerospace medicine. Rationale: It is appropriate and important to recognize Bill Mitchell the person, rather than the company he represents (appreciation vs. endorsement). Note that the NASA publication of last year, also given freely, did not enjoy “air time” during Opening Ceremonies. **(CLOSED)**

* + - * 1. AsMA offer to pay the publisher VP’s airfare

The request by Dr. Rayman was considered. It was resolved that ED will notify Dr. Rayman that his request is not possible to accept. ED will determine an alternate way to recognize the VP. **(CLOSED)**

**Entertainment and Social Arrangements.** ED reported that Cheryl Lowry and Walt Dalitsch are currently searching for musical bands to perform during the Opening Ceremonies, planning for Honors Night activities, and other arrangements. ED described Sheryl and Walt’s great contributions to the AsMA program. ED also reported that Nora Taylor and the Registration team at AsMA 2012 did a smash up job in Atlanta and are expected to do the same great job in Chicago. **(INFO)**

* 1. Scientific Program **(Martindale – See Attached Report)**

The AsMA 2013 Scientific Program is progressing well. The S&T committee is involved in the planning activities. Valerie Martindale has proven to be a great leader. She is also encouraging Associate Fellows and international members to participate in the committee. Participation in the committee may also be facilitated by virtual reviews and other technology innovations. This and other options are planned to be available in 2014.

* + 1. **ER201103-2 Increase Number of Plenary Sessions in Annual Scientific Meeting (Sventek)**

A third plenary session, to take place on AsMA Tuesday or Wednesday has been proposed, funded by the Reinhardt endowment. The S&T Committee is on board with this proposal. The approach to accommodate it would be the same as that for the Armstrong Lecture, now held on Thursday morning. A third plenary session would affect side meetings and reduce the scientific program by 6 sessions (36 slots). Several options were discussed to reduce this impact: 1) introduce the third session in San Diego rather than Chicago (already a costly venue); 2) run 7 sessions instead of 6 during other days of the meeting – to start recapturing the loss of slots; 3) encourage groups to hold their meetings outside the scientific program, e.g., hold them on Friday. This is important as attendance of scientific sessions is being negatively impacted by the side-meetings; 4) add Friday to the conference schedule (pending costs – particularly relative to power requirements).

The Executive Committee resolved to table the issue for further discussion at a later time and in terms of the San Diego conference, rather than AsMA 2013 in Chicago. **(OPEN – ER201208-1 Third Plenary Session in Future Annual Scientific Meetings – Boudreau/Campbell)**

* 1. Committees
     1. Aerospace Human Factors **(White)**

The committee is considering changing their name – though nothing has been resolved yet regarding this issue. There is a concern with this unfocused committee. The committee’s Chair (Don White) did not show up to the business meeting nor did he submit an action plan to the ED. Several persons have tried to make contact with the Chair without success. There may be the need to appoint another Chair. **(INFO)**

* + - 1. **MS201103-1 Membership Survey Result – Need for Increased Human Performance and Life Support Focus (LSBEB/AsPS/AsHFA/IAMFSP/Human Factors Committee) & RA201103-2 Human Systems Integration Exploratory Committee (AsHFC & LCDR Foster)**
      2. **ER201202-1 Resolution on Air Traffic Controllers Fatigue (Campbell/White)**
    1. Aviation Safety **(Ricaurte)**

MOTION Presented and Approved: the Aviation Safety Committee will from now on be known as the Aerospace Safety Committee. This change was a result of a survey conducted by Dr. Eduard Ricaurte at the request of Dr. Webb.

* + 1. Education & Training **(Boudreau)**
       1. **MS201003-2 Survey Members on ACLS at Annual Meetings (Sventek – moved from Membership Cmte to E&T Cmte)**

Executive Committee recommended not offering ACLS at Annual Meeting and close this item. (CLOSED)

* + - 1. Accreditation Council for Continuing Medical Education (ACCME) Reaccreditation **(Sventek/Boudreau)**

Reaccreditation materials have been forwarded to Chicago. Interview with ACCME scheduled for November 1.

ED continues to seek continuing education courses for nurses - towards their Continuing Education accreditation and thus increase their attendance to and membership of AsMA. He is working closely with the Virginia Nurses Association.

* + 1. History & Archives **(Dalitsch)**
       1. **ER201202-3 Capture of Biographical Data for Historical Purposes (Campbell/Dalitsch)**
    2. Science & Technology **(Fraser)**

A new Chair was named: Bill Fraser – it was noted that the Chair was not submitted by the committee for approval by President.

Student Panels. Presentations by students during the AsMA 2012 sessions went very well. The students were pleased and their presentations were well received. Status of planning for similar session in Chicago is unknown.

Several ideas were presented for consideration, including improving the promotion of this opportunity by getting the message out to teachers and encouraging them to participate. It was resolved to discuss this issue with the S&T Committee Chair to identify schools, teachers, and AsMA members located in Chicago (and San Diego) – to get 2-3 people to visit schools and speak with teachers – introduce AsMA and the upcoming meeting.

* + - 1. **ER201202-4 Establish Speakers Bureau (Fraser/Sventek)**

There has not been much progress in identifying speakers for the Bureau.

1. **MEMBER SERVICES – FISHER**
   1. Membership Status/Dues **(Sventek/Carter – See attached Report)**
   2. Committees
      1. Awards **(Belland – See Attached Report)**
      2. Membership **(Heil – See Attached Report)**
      3. Corporate & Sustaining **(DeBois – See Attached Report)**
         1. **MS201011-1 Review Current C&S Dues Structure (OPEN – DeBois)**

Asked Corporate and sustaining folks to look at a tiered membership program. Resistance in the group for fear of chasing away members, Corporate membership is inexpensive ($400). This allows them to receive the journal and access to membership. **(CLOSED)**

1. **REPRESENTATION AND ADVOCACY – SCARPA**
   1. Outreach **(Sventek)**

ED related pleasant outreach experience: a couple in their late 60-70s from South Carolina contacted him regarding mountain sickness and its treatment with medications. ED provided them information about the physiology of hypoxia. The couple was very thankful and have invited him to visit them whenever ED in S. Carolina. Other experiences discussed were (a) a query from Australia regarding a diagnosis of aneurysm and (b) an emergency case presented via email. **(INFO)**

* 1. AMA Activities **(Merchant/Ortega)**

AsMA was approached by the American College of Emergency Medicine – they were seeking advice regarding inflight medical issues (policy and safety concerns). Our active participation in this organization is very valuable and allows us to educate others on aerospace medicine. **(INFO)**

* 1. ABPM Trustee Activities **(Northrup)**
  2. ACPM Activities **(Anderson)**
  3. Commission on the Accreditation of Medical Transport Systems (CAMTS) Activities **(Graf)**

This commission is supported by Dr. J. Graf, our AsMA representative, nominated last year. Dr. Graf attended the CAMTS meeting in July 2012. Current focus of the CAMTS is Marketing and Quality Assurance activities, for example, assessing the results of a survey conducted on the groups they accredit. CAMTS is also (a) reaching out to international entities, (b) editing the 9th edition of the BCLS Certification Criteria, and (c) developing Medical Escort Standards. **(INFO)**

* 1. Committees
     1. Air Transport Medicine **(Hudson – See Attached Report)**

Dr. Raymond Johnson’s position paper on Deep Vein Thrombosis and its relationship to prolonged immobility when travelling is complete and has been submitted to ASEM for consideration.

Dr. Anthony Evans (ICAO) and Dr. Claude Thibeault (IATA) have completed, on behalf of the ATM Committee, a position paper on The Management of Medical Illness during Air Travel. This was sent to the Journal of the American Medical Association (JAMA) but they declined to publish it. The paper was then sent to the BMJ. However, their request for changes was extensive and thus unacceptable. The committee is considering sending it to the J of Travel Medicine.

* + - 1. **RA201108-1 Update the AsMA Medical Guidelines for Airline Travel (2003) and Medical Guidelines for Airline Passengers (2002) and Useful Tips for Airline Travel (2005) (Hudson)**

These are major undertakings that will not be done quickly. Goal is to update all the fields of study, several in collaboration with other organizations.

The committee is also producing/sponsoring 3 panels for AsMA 2013 on the following topics: 1) drug and alcohol testing 2) pilot age, and 3) aeromedical examination of cabin crew.

The Mental Health Pilot Letter was sent to the ATM committee for review. Fourteen AsMA members participated in the formulation of said letter. The letter is succinct and emphasized the rare and difficult cases that are hard to predict and the need to pay more attention to issues such as alcohol, drug abuse, depression, and anxiety. It also recommends to examine both home and work environments and to establish training programs for both AMEs and family. The Letter will be distributed around the world and AsMA will seek its endorsement from ICAO.

The committee has developed two brochures regarding airline travel, one for professionals and the other for the general public. These materials could potentially be offered as online courses, where their electronic version could be regularly updated by experts. **(OPEN)**

* + 1. Communications **(Dervay – See Attached Report)**

Dr. Aero section of the AsMA Website is now called *Ask an Expert.* **(INFO)**

* + - 1. **RA201103-1 Membership Survey Result – Webpage functionality, quality and services (OPEN - Communications Committee)**

The expenditure of $30 K was worthwhile – the Website has significantly improved – it adds value to the membership; it moves us forward from the 20th century. **(CLOSED)**

* + - 1. **RA201103-3 AsMA Website Capital Campaign (OPEN - Sventek/Dervay) (CLOSED)**
    1. Resolutions **(DeJohn – See Attached Report)**

**RA201205-01 Resolutions Template Form (DeJohn)**

Chuck DeJohn submitted a resolutions template for EXCOM consideration. Said template was adapted from the one used by the Texas Medical Society. It was proposed to post it on the AsMA Website for membership access.

**MOTION Presented & Approved:** the template for submission of proposed resolutions proposed by the Resolutions Committee was approved. ED will prepare it in the appropriate format and post to the website. **(Closed)**

1. **INTERNATIONAL SERVICES - GRADWELL**
   1. Committees
      1. International Activities **(Hardicsay)**

ED presented an interesting case regarding attendance to AsMA meeting last year by an Ethiopian gentleman of Ethiopian airline, who could not afford attending the meeting (salary prohibited such expense). ED facilitated the situation by reducing registration to $100, allowing the colleague to attend the meeting. We are both very glad about this.

It was suggested to have an invited speaker at the International Reception. Requirements such as power and AV would need to be coordinated (uncertain if available for 2013).

It was recommended to add a flag to the registration badges (name tags) so as to indicate the country of origin of the AsMA 2013 attendees. This would identify the internationals beyond the ribbon already available. Discussions ensued on the availability and cost of these flags, likely stickers available at the Dollar Store or Internet sites, such as one offered during the meeting at a cost of $2.50/sheet, 1” x 1.5” in size (<http://www.flagstickershop.com/>). There may be the need to also purchase larger badges in the future- currently, we have a 3-year supply.

Discussed is the need to identify VIPs as well, to recognize their attendance so as to encourage them to continue and inspire/allow their personnel/staff to do the same. Examples of VIPs were offered: former or current Surgeon Generals.

Discussed is the idea for Senior members of the various countries present at the AsMA meeting to place their flag amongst other nation’s flags – during Opening Ceremonies. ED expresses concern in that a country would very likely be missed… risking upsetting said country. Also, he noted that 50-60 countries are usually represented at AsMA meetings – the time required to recognize each country in such fashion would be very difficult to accommodate. Currently, the approach has been to ask all international attendees to stand… though Dr. Mike Bagshaw has requested to stop this custom.

Discussed is the need to establish a relationship with ICAO, a huge resource to reach the world colleagues in aerospace medicine

1. **NEW BUSINESS**
   1. Check box in IMPak record to allow members OPT-OUT opportunity from releasing their information as part of a mailing list sale to third parties **(Sventek)**

Following the discussions from last year, the AsMA Website offers an option for an AsMA member to opt-out from being included in the AsMA mailing list, which is currently offered for sale to non AsMA entities (e.g., corporate) at a cost of $200. Another option is to stop selling said list. It was resolved to pose to each AsMA member the following question: Do you want to receive advertisements from AsMA… form other advertisers? The member would then actively choose to receive such advertisements (i.e, the default option would be “no”). **(OPEN – MS201208-1 Mailing Lists Opt-In – Sventek)**

* 1. Review of Policy Compendium. Is it time to remove those in the list that no longer represent the AsMA position? **(Webb)**

The list of position papers, policy decisions, resolutions, and other informative material formulated throughout the history of AsMA since 1991 was discussed in terms of its utility, format, organization, and currency. Given these characteristics, it was debated whether or not to maintain it available in the website and in what form (archival, by year of publication, currency, alphabetically, by topic, etc.), including mode of access (e.g., directly and/or through a spreadsheet of links). Concern was expressed that some of the material may need to be reviewed for currency, perhaps by the Resolutions committee. **(OPEN – RA201208-1 Process to Review Policy Compendium for Currency – DeJohn/Scarpa)**

* 1. Update on-line membership database search process to include country in the search results. **(Webb)**

This capability would not be difficult to incorporate, pending the cost. Search fields that may also be added are background, organization, and others. **(CLOSED)**

* 1. University of Dayton Research Institute/Naval Aerospace Medicine Research Unit-Dayton conflict over two abstracts published in March journal and presented in Atlanta. Abstracts corrected via August journal ERRATA publication. Should guilty parties be restricted from publishing/presenting in AsMA activities? **(Webb)**

Discussed was material that a couple of individuals presented during AsMA 2012 proceedings. Such material was not their own. AsMA currently does not have a policy in place regarding this serious bad behavior. Various approaches were discussed such as banning the individuals from publishing or presenting forever, or for a number of years, and in any capacity (as 1st or 4th co-author).

**MOTION: Presented and Approved:** Two UDRI presenters confirmed to have misrepresented the scientific material presented as their own, will be banned from presenting at the AsMA Annual Scientific Meetings or publishing in the Aviation, Space, and Environmental Medicine journal for five (5) years. **(CLOSED)**

* 1. AsMA e-mail addresses for President, President-Elect, 4 VPs, and Committee Chairs to provide a professional return e-mail address for AsMA business **(Fisher)**

By virtue of their position, it was requested to establish AsMA emails for members of AsMA Executive Committee and AsMA standing committee chairs so as to conduct their AsMA business. A total of $300 would be required to secure 15 such additional e-mail addresses. Access to said e-mails would be possible by logging in to the AsMA webmail system. Executive Director will check if said e-mail can automatically be forwarded to other e-mail addresses.

**MOTION Presented & Approved:** Purchase the 15 additional e-mail addresses as indicated above. **(CLOSED)**

* 1. AsMA Mailing List policy – Should Corporate Members get reduced rate? **(Fisher)**

This issue was discussed in terms of access to the Mailing List – should it be free or should it be offered at a reduced rate? It was noted that similar organizations to AsMA sell such list for $500-$600. Also, access to the list by members (regular vs. corporate), sponsors, affiliates, and others was discussed. It was highlighted that such list would be considered a benefit of membership.

Executive Committee decided to maintain current policy of selling mailing lists to companies for $200 following approval of Executive Committee. Corporate members would not receive the mailing lists for free. **(CLOSED)**

* 1. Provide AsMA applications and blue journals to entry points for Aerospace Medicine professionals (AF, Navy/Army, AME) **(Fisher)**

Executive Director will work with the various Aerospace Medicine entry points to provide membership materials and encourage new graduates to join AsMA. Aerospace Medicine entry points include: USAFSAM, Navy/Army Aerospace Medicine Residency, Wright State Aerospace Medicine Residency, UTMB Aerospace Medicine Residency, USUHS, and International Aerospace Medicine training venues. **(CLOSED)**

* 1. Shared sponsorship pool for AsMA and Constituents **(Fisher)**

Discussion about centralizing all sponsorships for AsMA and its Constituents. A major sponsor of AsMA expressed concern that it was repeatedly being approached by various components of AsMA for sponsorships. Dr. Fisher suggested all sponsorship activities for AsMA and its Constituent Organizations be centrally managed by the AsMA HQ and ED. All sponsorship money could be collected and managed via a central sponsorship account and distributed to the Constituent Organizations and within AsMA as deemed appropriate by the Sponsor, ED, Treasurer and Finance Committee. Some expressed concern this would make it much more difficult for the Constituent Organizations to garner support for their initiatives.

Decision on this issue was tabled and will be discussed during the November Council meeting. **(OPEN – MS201208-2 Centralized Sponsorship Processes – Fisher/Sventek)**

* 1. AsMA Executive Skype-con at least monthly **(Fisher)**

The conduct of quick monthly EXCOM meetings via SKYPE were recommended. Offered as a concentrated time to discuss issues and assess action items’ progress. Discussions ensued regarding the difficulty to effect these virtual meetings due to the likely schedule conflicts. E-mail conversations were posed to be a potential alternative.

Because of the international nature of Executive Committee’s membership, it was determined Skype sessions and teleconferences for Executive Committee was not prudent. E-mail communications will continue as the best mode for sharing Executive Committee information. **(CLOSED)**

* 1. Longevity as AsMA Member, celebrated with a 25 year recognition pin, will soon be distributed to the appropriate AsMA members, along with a letter confirming such event. **(INFO)**

1. **STRATEGIC PLANNING - MERCHANT**

**Topic A – Issues to Consider for our Future**

* History and the future of commercial space transportation is important to our association
* Need to focus on community objectives - How do we feed the passion and enthusiasm of our community
* Need to identify mentors
* Our numbers are falling – Note the NASA cuts
* Need to identify new things we can do for our current and new members
* We don’t really market ourselves - We do not tell our story
* We need to exploit the fact that we enjoy what we do, and the diversity of things we do
* We need to message ourselves - who we are, what we do
* So we have challenges…

**Topic B – American Medical Student Association - An Opportunity**

* President discussed the American Medical Student Association website. This organization has a military student chapter, though the organization does not allow military recruiting at their meeting. The association has many premed students as members. This association offers a huge opportunity for AsMA to recruit members.
* However, these students spend approximately 2 years doing rotations all over the nation, thus, they are difficult to reach – will need AsMA staff support to reach them. They do hold an annual conference at USUHS.

**Topic C – DOT Requirements, Medical Certification**

* The Department of Transportation requires medical certification for commercial drivers
* Physicians, Nurses, and others are required to be trained to provide physicals for commercial drivers
* There is a need for approximately 40,000 providers to be trained in providing the physicals. AsMA should be a training provider, and not only to serve DOT needs – this would require AsMA staff support.
* This is a great opportunity to reach the AMEs… to support this endeavor
* The curriculum is put together by DOT, as an association, we need to aggressively pursue this opportunity, including offering online courses
* We have discussed this education opportunity for years, we have to identify the experts, produce the products, offer the products, - need to get it started
* ED notes that we need a staffer to coordinate and lead this effort. The amateur approach will not necessarily be productive. Currently we function via volunteers to support these initiatives. We need to hire someone and expect a product from this person and encourage our experts to provide input. We may need to spend reserve capital to hire an education specialist – a staffer, not necessarily full time, but not a consultant.
* President: the expertise and the material (education content) should come from us - the body at large – we are the experts. The material would include webinars and pages at the AsMA Website.
* ED. We have the capacity to administer this goal, though it will require training of the staff
* Assessment of the education products would need to be done – effectiveness of the materials in imparting knowledge
* It was noted that the American College of Anesthesiology certifies courses and provides CMEs in connection to courses. This organization does not create material, rather it manages the content of said material, certifies it, and charges for these services. ED reminded all that 2 entities have approached us regarding the certification of their materials, one concerning environmental safety, the other dietary issues. Both opportunities were not accepted as AsMA was focused on the fulfillment of CME requirements.
* Questions ensue regarding these discussions – have been taking place for years – Now need to determine if we are prepared to commit the resources required to make this happen (not cheap).
* Concern was expressed regarding the invasion of other organizations’ turfs… such as travel medicine, accident investigation, and forensics. Meanwhile, AsMA should be the world-wide authority where one obtains all their aerospace needs
* All are reminded that the budget projects the association to be $8 K in the black. Thus, realizing the educational goals described thus far would require the use of AsMA reserves.
* All attendees agree to pursue the goal, to do it now, quickly –so as to assess success/failure quickly
* The association must offer more than an annual meeting; it is essential to our survival – our focus on the development of these products; on the mechanics of making it happen – of huge importance - to share with council this November
* Our real future market is the commercial space transportation, the physiological side of space - We need to start developing an continuing education course on this topic.
* CME and other courses online may soon be preferred to attending conferences, especially now that government restrictions regarding travel are growing
* We may need a marketing person too. Perhaps the association needs to hire a full time person that is both an educator and a marketing specialist. We need to take the risk

**TOPIC D – Council Meeting Agenda and Associated Proceedings**

* Discussions regarding the Council meeting schedule/agenda – too lengthy, organizationally based, and redundant. Executive Committee prefers it focuses on the issues – so as to discuss what is important rather than reiterate what is already provided in the reports sent to the ED. The agenda is hence discussed in terms of what specific topics to cover, e.g., Business/Progress/Current Issues and to focus on items that require a decision.
* Concerns were expressed regarding the fact that attendance to Council meetings are a sacrifice, especially to persons from foreign countries, or affiliates, and others who do not necessarily need to be present. Therefore, these persons should be allowed to talk, should they desire to do so. Also, attendees to council may be newly elected Presidents, Chairs, and the like- these are honorable achievements and therefore need to be recognized. Also, given these people are high performers, they should be welcome and invited to get involved in key initiatives and step up to run committees – i.e., welcome them to Council and allow them to speak
* It is emphasized that when the agenda is sent ahead of time, the meeting participants are expected to read it ahead of the meeting.
* It was recommended that the constituents should highlight the issue they would like to discuss during Council meeting and present it to the ED before said meeting.
* Expansion of Committee and Constituent activities and accomplishments can be presented at length during the Business Meeting
* It is recommended for Executive Committee to hold a preparatory meeting in preparation for the November Council meeting
* The goal is to clean up 90% of the busy work and focus on key items and prepare a “consent agenda” agreed upon ahead of time. Topics presented for inclusion in said agenda were: CPI report and membership dues (with pros and cons submitted to council ahead of time)
* **MOTION Presented & Approved:**  Consent Agenda was approved for the November Council meeting. To be sent to Council 2-4 weeks ahead of time. **(CLOSED)**

**TOPIC E – Demonstration of AsMA Website**

* Discussion regarding the new website followed. ED presented each page of the AsMA website and discussed its contents in detail. J Ortega joined the viewing via <https://join.me>
* ED has purchased 3 months (10 hours per month) to clean up the site and integrate additional information so as to get it ready for next year’s meeting
* The site, prepared by ED and Rachel Trigg will go live after Labor Day
* It was recommended we establish identity standards akin to branding of our pages, font, letterhead, official logo, communications, etc. i.e., if we are going to be marketed, we ought to be trademarked

* **MOTION Presented & Approved:** the AsMA website was approved for publication. **(CLOSED)**

**Other Topics**

* Space association awardees – impressive credentials of the students
* We need to challenge the Association’s VPs to (a) help their committees with their plans and to address the future of the association in such plans (b) encourage them to read the P&P and offer improvements (details regarding the committees processes so as to facilitate hand-off of responsibilities)
* Need to develop leadership – provide others an opportunity to function in leadership positions – to effect a succession of leadership – enforce a turnover. Need all Committee chairs to provide the name of a co-chair/deputy and to understand that the position of chair is not assigned in perpetuity. However, this issue is not yet codified as a must.
* Need to create more structure to our processes. The ATM Committee was offered as a model.
* Need to encourage committees to have more than the one meeting they hold at the annual AsMA conference
* Recommended to take a picture of Council and publish it in the Journal

1. **DATE OF NEXT MEETING**
   1. **AsMA Council Meeting**

Wednesday, November 14, 2012 – 9 AM–5 PM

Sheraton Suites Old Town Alexandria

801 North Saint Asaph Street

Alexandria, VA 22314

$164.00 per night + 14.5% room tax + $1.00/night Occupancy Tax

Extra person charge above two (2) persons is $20/night

Rate includes internet in guest rooms

Thursday and Friday: Scientific Program meeting, led by Martindale

* 1. **AsMA Executive Committee Meeting**

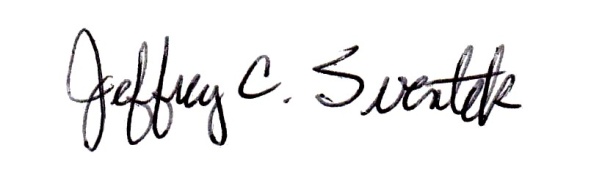
February 2013 – dates to be determined – the tail end of February will be difficult. 22-23 February is ED’s preference.

Location – AsMA HQ, Alexandria, VA

1. **ADJOURN - 4:47 PM**

The president thanked all present for their good work.

Respectfully submitted,

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

Secretary Executive Director

**Governance Attachments**



**Education & Research Attachments**



**Member Services Attachments**



**Representation & Advocacy Attachments**

