

**Minutes
Aerospace Medical Association
Fellows Group Meeting in Chicago
May 13, 2013**

1. Call to Order: The meeting was called to order by the Chair at 6:00 pm in the Chicago Sheraton Hotel.

2. Deceased Fellows: Attendees made comments to recognize and memorialize Fellows who passed away over the previous year. A moment of silence was observed to honor the passing of these Fellows:

Halford R. Conwell
Karen A. Fox
Robert W. Hamilton

James F. Parker
Burt Rowen

3. Comments on the agenda: The meeting agenda, which had been posted at the AsMA website, was reviewed. No additional items of New Business were added.

4. Approval of Meeting Minutes: The Minutes of the Fellows Group Meeting in Atlanta, May 14, 2012, as posted at the Fellows website, were approved by motion, second, and vote without change. These approved minutes will be posted for the record on the Fellows website.

5. Election of New Fellows:

The Chair reported on the appointment of an *ad hoc* committee to investigate concerns of professionalism of one of the nominees for Fellow. The committee consisted of Drs. Peach Taylor, Richard Jennings, and Fanancy Anzalone. The committee's recommendation to the Nominating Committee and the Fellows Executive Committee was that this individual's name not be placed on the ballot for election to Fellow this year.

The Chair of the Fellows Nominating Committee, Charles Fisher, presented the slate of nominees for election to Fellow. A motion to approve the resolution to elect the Fellows Class of 2013 was made and seconded. Discussion of the names on the final ballot took place. The vote on the final resolution was taken when all discussion came to an end. The following thirteen Fellows were elected as the Fellows Class of 2013:

Lance Annicelli
Philip Buys
Mark Coakwell
William Ercoline
Jochen Hinkelbein
Martin Hudson
Patrick McGinnis

Joseph McKeon
Brian Musselman
Brian Hadley Reed
Thomas Smith
Roscoe VanCamp
Justin Woodson

The Fellows Class of 2013 will be announced at the Annual Awards Banquet.

6. Old Business:

- **Review of the Fellows election process:** The Chair reviewed the formation of an *ad hoc* committee to investigate concerns of professionalism in a nominee for Fellow

this year. A motion was made and seconded to formalize this process and give discretion to the Chair to form an *ad hoc* committee, when necessary, to review concerns of professionalism in nominees for Fellow. This committee would report its findings and recommendations to the Chair of the Nominating Committee and to the Fellows Executive Committee for a decision on including the individual's name on the final ballot. The motion passed.

Dr. Charles Fisher, Chair of the Nominating Committee, reported on the review of the nomination process conducted over the past year by the Fellows Nominating and Evaluation Committees. Based on this review, Dr. Fisher made a motion to add a statement to the AsMA Policies and Procedures Manual under the heading "Fellows Election Process" as follows: *"Nominations for Fellow normally will not be considered for any candidate having less than 10 years of membership in the Aerospace Medical Association. However, the Fellows Nominating Committee may recommend exceptions on a case-by-case basis for otherwise highly qualified candidates."* The motion was seconded and, after discussion, was passed.

Dr. Fisher and Dr. Silberman reported on the lack of consistency in the response and level of details provided by nominees for Fellow. The result, in some cases, is limited information being available for the committees and the Fellows upon which to base their voting decision. He reported that next year the Evaluation and Nominating Committees will be requesting a letter of recommendation from each Fellow who places a name in nomination for consideration by the Nominating and Evaluation Committees. The committees will also request a one-page statement from each nominee addressing the question *"Why should I be elected a Fellow of the Aerospace Medical Association?"* These statements will be provided by the Nominating Committee as background material with the initial and final ballots sent to the Fellows Group for review prior to the election.

Dr. Silberman reported on the expectation that the AsMA home office will be incorporating a detailed AsMA Biographical Data Form as part of the AsMA website where each member will be able to maintain an up-to-date database of their professional activities. This database and scoring system will replace the manual process now in use by the Evaluation Committee to assess the qualifications of nominees for Fellow. The hope is that this will greatly expedite and simplify the scoring process for the Evaluation Committee.

- **Report on Fellows activities related to the Aerospace Medical Association Foundation:** Dr. Melchor Antuñano, Fellows Scholarship Committee Chair, provided comments on the activities related to the Foundation and to the scholarship activities of the Association. The amount of the Foundation funded scholarship is now \$2,000. Two scholarships were awarded this year and the winners will be our guests at the Fellows Dinner tonight. Fellows were encouraged to donate to the Foundation to support the continuation of the Fellows Scholarship.
- **Follow-up on question from the 2012 meeting: Should Fellows lose their Fellow membership status and recognition if they allow their AsMA membership to expire?** The Chair reported that the recommendation from the Fellows Executive Committee is that the status of Fellow should not be claimed as a current status unless AsMA membership itself is maintained by the individual. However, Fellow designation should not be revoked upon retirement, death, or failure to maintain active membership in AsMA.

- **Report on relationship with Associate Fellows Group.** The Chair reported on the interactions with the Associate Fellows Group including the participation of several Associate Fellows on the Fellows Evaluation Committee, the joint reception held during the AsMA Annual Meeting, and the presentation made by the Chair of the Fellows Group at the Associate Fellows breakfast meeting each year.

7. New Business:

The Chair brought up several items of New Business as listed below.

- Add Chair of Fellows Scholarship Committee to the Fellows Executive Committee.
 - Currently the AsMA Policies and Procedures Manual specifies that the Chairs of the Fellows Evaluation Committee, Fellows Nominating Committee, and Fellows Arrangements Committee, along with the Fellows Group Chair, serve as the Fellows Executive Committee. At the time this definition was put in place we did not have a Fellows Scholarship Committee.
 - Recommendation: add the Chair of the Fellows Scholarship Committee to the Fellows Executive Committee.
 - A motion was made and seconded to add the Chair of the Fellows Scholarship Committee to the Fellows Executive Committee and update the AsMA Policies and Procedures Manual accordingly. The motion passed.
- Definition of a quorum for the annual Fellows Group meeting.
 - Currently neither the AsMA Bylaws nor the AsMA Policies and Procedures Manual define what constitutes a quorum for the Fellows Group Meeting.
 - Recommendation: 30 active Fellows constitute a quorum.
 - A motion was made and seconded to specify that 30 active Fellows constitute a quorum for the annual Fellows Group meeting and update the AsMA Policies and Procedures Manual accordingly. The motion passed.
- Definition of voting requirements for elections.
 - Neither the AsMA Bylaws nor the AsMA Policies and Procedures Manual define what voting percentage determines an election for new Fellows or Officers. Historically we have used a simple majority. There is a statement in the Policies and Procedures Manual that election of Honorary Fellows requires a 2/3rds majority of the votes cast.
 - Recommendation: Election of new Fellows and Officers is by simple majority of the votes cast, including proxy votes.
 - A motion was made and seconded to specify that election of new Fellows and Officers is by simple majority of the votes cast, including proxy votes, and update the AsMA Policies and Procedures Manual accordingly. The motion passed.
- Fellows Group communications: The Chair reminded the Fellows that they should check the Fellows pages at the AsMA website to ensure they are familiar with the information posted there. Keeping e-mail addresses up-to-date is essential, as that is the primary mode of communication with the Fellows.

8. Recognition of the Fellows Committee Chairs: The following Fellows Group Committee Chairs were thanked for serving with distinction over the past year and received applause from the Fellows and a small gift from the Chair:

- Charles Fisher – Fellows Nominating Committee Chair
- Warren Silberman – Fellows Evaluation Committee Chair
- Peggy Matarese – Fellows Arrangements Committee Chair
- Melchor Antuñano - Fellows Scholarship Committee Chair

9. Introduction of the Fellows of the Class of 2012: Each member of the Fellows Class of 2012 was asked to provide introductory comments to the Fellows Group. Many of the following group were present and did so.

Yael Barr
 Fred Bonato
 William Butler
 Robert Cocks
 Nigel Dowdall
 Peter Hancock
 George Johnson
 Benisse Lester
 Harriett Lester
 Cheryl Lowry
 Kjell Lindgren
 Marian Macri
 Thomas Morgan

David Newman
 Makajuolo Owalabi
 Brian Pinkston
 Joerg Siedenburg
 Bhupinder Singh
 Adrian Smith
 Jan Stepanek
 Michael Trudgill
 Anthony (Tony) Tvaryanas
 Nathaniel Villaire
 Anthony Wagstaff

10. Election of the Fellows Group Chair:

- Nominations from the floor for Chair of the Fellows Group for 2013 – 2014 were opened. A motion to re-elect James Vanderploeg as Chair was made, seconded, and passed by voice vote.

11. Fellows Committee Chairs for 2013-14:

The Chair recommended the following individuals to Chair the respective committees. These recommendations were approved by the Fellows by voice vote.

- Fellows Nominating Committee Chair – Dr. Charles Fisher
- Fellows Evaluation Committee Chair – Dr. Warren Silberman
- Fellows Arrangements Committee Chair – Dr. Peggy Matarese
- Fellows Scholarship Committee Chair – Dr. Melchor Antuñano

12. Future Meeting: San Diego, May 12, 2014

13. Adjourn:

The Chair thanked the Fellows for the opportunity to serve and invited the Fellows to the evening dinner event to follow. It was announced that Dr. Jonathan Clark was to be the Fellows Dinner speaker. At 7:00 pm a motion to adjourn was made, seconded, and passed.

Respectfully,

James M. Vanderploeg, MD, MPH
 Chair, Fellows Group