



Minutes - AACA Council Interim Meeting
Saturday, October 15, 2011
O'Hare Hilton – Chicago IL
Room 2049



Council Members Present: Anne Agur, Stephen Carmichael, Rick Clemente, Tom Gest, H. Wayne Lambert, Marios Loukas, Brian MacPherson, Neil Norton, Todd Olson, Brandi Schmitt, Mark Seifert, Kimberly Topp, Shane Tubbs, Peter Ward

Members Absent: Brion Benninger, Carol Lomneth

Guests of Council: Art Dalley

BUSINESS MEETING:

1. **CALL TO ORDER**----- 1:12 p.m.
2. **APPROVE AGENDA** ----- { 1:15p.m. – 5 min }

Neil wanted to add the 9/20 meeting minutes of the Executive Council for potential additional alterations based upon an e-mail from Todd on October 14th. This addition was most appropriate to be added following the approval of the July 15th New Council minutes. Todd wanted to see if there are going to be any votes in agenda items 4a-4d? If appropriate, we should move agenda item 4e to be place in front of item 4a. No other additions and the agenda was accepted as amended at 1:17pm.

3. **APPROVAL OF MINUTES** ----- { 1:27p.m. – 5 min }
 - a. July 12th Council Meeting – Todd supplied minor editorial suggestions. Minutes were approved as amended. The amended minutes will be distributed to Council.
 - b. July 15th Council Meeting - Todd supplied minor editorial suggestions. Minutes were approved as amended. The amended minutes will be distributed to Council.
 - c. Potential amendments to Executive Council 09/20 Meeting Minutes. Todd supplied suggested amendments to the previously approved minutes. Following discussion, the amendments were not approved.

4. **PRESIDENTIAL UPDATES** -----{ 1:45 p.m. - 60 min }
 - a. Vote recording at Council meetings (Agur) – Anne talked about the change in voting procedure that has occurred at the Executive Council.

MOTION (Olson/Norton): The AACA Council will follow normal parliamentary procedures when voting, but any member of the Council may ask for a ballot vote. The motion passed unanimously.

Todd mentioned that this motion should be incorporated into the Standing Rules of the Council.

Journal Committee: Recent developments (see Executive Committee minutes of 20 September and letter sent to BACA) (Agur/MacPherson). A lengthy discussion ensued regarding BACA, Wiley, the Publishing Agreement, Editorial Agreement, and composition of the journal committee. Alternative proposals were discussed as a future course of action. Anne asked all members of council to speak to the pros and cons of

both proposals. Based upon input of the members, Council decided to follow the series of motions and resolutions listed below...

Break (2:57 p.m.)

Motion 1: (Norton/Topp). The Council, on behalf of the AACA, acknowledges the issues brought forth by BACA in letters dated 11 August 2010 and 6 September 2010 that the Publishing Agreement dated 1st July 2007 is the only legally binding document between the Associations (AACA and BACA) and the Publishers (Wiley Publishers Inc.) as of 15 October 2011.

Discussion ensued on the motion. Todd motioned to call to question Motion 1. Neil seconded the motion. The motion to call to question passed unanimously. Motion 1 passed unanimously.

Motion 2: (Norton/Olson). The Council, on behalf of the AACA, affirms that the Publishing Agreement dated 1st July 2007 is the only legally binding document between the Associations (AACA and BACA) and the Publishers (Wiley Publishers Inc.) as of 15 October 2011.

Following discussion, Motion 2 was passed unanimously. One abstention was noted.

Resolution 1:

Whereas, the Editorial Agreement of July 2010 presented to the Publishers (Wiley Periodicals Inc.) was signed by representatives the AACA, and
Whereas, the Editorial Agreement of July 2010 presented to the Publishers (Wiley Periodicals Inc.) was signed under duress by Stephen Carmichael, Ph.D., and
Whereas, the Editorial Agreement of July 2010 presented to the Publishers (Wiley Periodicals Inc.) was not signed by representatives of BACA, and
Whereas, the Publishers (Wiley Periodicals Inc.) do not recognize the Editorial Agreement of July 2010 as legally binding, and
Whereas, BACA has expressed their willingness to be party to an Editorial Agreement reappointing Dr. Stephen Carmichael provided the Editorial Agreement is consistent with the terms of the Publisher's Agreement dated 1st July 2007
Be it resolved that the current Editorial Agreement of July 2010 is recognized as being null and void by the AACA.

Stephen Carmichael motioned to amend the resolution adding signed "under duress". The amendment was seconded by Shane. A ballot vote was requested on the amendment by Todd. The amendment passed by majority (7 Yes, 5 No, 0 abstentions).

Following conclusion of discussion, Resolution 1 was brought to a vote. Resolution 1, as amended, was passed by majority (11 Yes, 1 No, 0 abstentions).

Resolution 2:

Whereas, the AACA recognizes the Editorial Agreement of July 2010 as being null and void, and
Whereas, BACA Council has expressed their agreement to the reappointment of Dr. Stephen Carmichael as Editor in Chief in a communication to Dr. Larry Ross dated 6 September 2010 by BACA President Heikki Whittet, and
Whereas, BACA has expressed their willingness to be party to an Editorial Agreement reappointing Dr. Stephen Carmichael provided the Editorial Agreement is consistent with the terms of the Publisher's Agreement dated 1st July 2007,

Be it resolved that the Council of the AACA reaffirms their support of the reappointment of Dr. Stephen Carmichael as Editor in Chief until 29 June 2013.

Following conclusion of discussion, Resolution 2 was brought to a vote. Resolution 2 was passed unanimously (11 Yes, 0 No, 1 abstention).

Resolution 3:

Whereas, the Council of the AACA recognizes the amendment of the By-Laws on 19 July 2010 pertaining to the Journal Committee having multiple statements being in direct conflict with the Publishing Agreement of 1st July 2007 as outlined in letters dated 11 August 2010 and 6 September 2010 by BACA President Heikki Whittet , and

Whereas, the Council of the AACA acknowledges the amendment of the By-Laws on 19 July 2010 pertaining to the Journal Committee are not regulations which bind BACA, and

Whereas, no By-Law can conflict with the law,

Be it resolved that effective immediately on this date of 15 October 2011, the Council of the AACA decree that all sections and subsections of the Journal Committee from the amendment of the By-Laws of 19 July 2010 are not applicable and the structure of the Journal Committee By-Law revert to the verbiage that was provided immediately prior to the amendment.

Following conclusion of discussion, Resolution 3 was brought to a vote. Resolution 3 was passed unanimously (11 Yes, 0 No, 1 abstention).

Neil made an amendment. Todd seconded. 2 Yes, 7 No, 3 abstentions. Amendment failed.

Motion 3:

The Council of the AACA recommends that the President upon consultation with the Council appoint 2 Presidential Appointees to the Journal Committee. Furthermore, since the Associations (BACA and AACA) shall select and appoint an editor-in-chief (the "Editor"), voting in proportion to their paid-up memberships, the Council of the AACA recommends that the Journal Committee serve as the group that recommends an editor-in-chief candidate on behalf of the AACA. Additionally, the Council of the AACA recommends that the Journal Committee contact the appropriate the BACA group which recommends an editor-in-chief candidate on behalf of BACA. The term of the newly appointed editor-in-chief will commence on 30 July 2013.

Voting Results: unanimously approved.

- b. Privacy of AACA Listserv: Should individuals be added to receive Listserv mail without consent of all Listserv participants? (Agur, Norton) Anne asked Tom to research this issue and report to the Council on Sunday following the recess.

The meeting recessed at 5:14 p.m.

5. RECESS UNTIL 8:30 A.M. ON OCTOBER 16, 2011. - - - - - {5:14 p.m.}



AGENDA
Sunday, October 16, 2011
O'Hare Hilton – Chicago IL
Room 2049



Breakfast: 8:00 a.m.

BUSINESS MEETING RESUMES:

6. CALL TO ORDER ----- 8:27 a.m.

7. REPORTS

a. Nominating Committee ----- {8:28a.m.}

Sherry Downie reported: 1) The committee's meeting schedule has been developed and the plan for creating the 2012 slate is under discussion; 2) A change in committee members has occurred. Brandi Schmitt resigned so she can run again for Anatomical Services Councilor. Angela McArthur has been recently appointed by President Anne Agur and joined the committee; the members of Council unanimously approved Angela McArthur for the Nominating Committee; 3) All incumbent councilors are eligible to run again for their current position; and 4) The first call for nominations has been sent to the membership and one nomination has been received, but will re-sent to the membership due to sending it to a listserv that is not current.

b. Clinical Anatomical Terminology Committee ----- {8:34 a.m.}

Sherry Downie reported: 1) The committee's meeting schedule has been developed and subcommittees created; 2) Paul Gobe's group at Leiden University received funding that permitted him to hire a programming expert who has had a significant impact on the site, AnatomicalTerms.info. The interface is streamlined and easier to use. One major functional change is that the site is now capable of collecting data about current usage of terms. The 'new' site should be ready to go online within the month. At that time the AACA's editing work will begin through the Web Management subcommittee of the CAT committee; 3) Tom Gest has move to the Univ. of South Florida (USF) and has begun discussions with Brian MacPherson about transferring his Anatomical Terminology website from the U. of Michigan to the AACA or USF; 4) Tom's and Paul's websites currently refer to each other and a plan for linking them functionally is in discussion; 5) One manuscript has been submitted to Clinical Anatomy via the Writing Consortium subcommittee of the CAT committee. We are waiting to hear its status. Several other manuscripts are in progress and discussion with Writing Consortium members is under way to develop approaches to recruit and support new authors.

c. Membership Committee ----- {8:49 a.m.}

Brian MacPherson reported it is important to recruit current graduate students into our organization. He reported most medical students do not renew their memberships after attending an annual meeting. Also, he wants to e-mail former members to pay dues without having to pay back dues to rejoin. Under the auspices of the membership committee, our committee will send announcements to allied health departments to make them aware of the

benefits of the AACA. Tom Gest suggested we widen the scale of these advertisements to include nursing schools and others.

Since the AACA Council Meeting in Columbus, OH in July, the new Membership Committee (Todd Olson, Todd Hoagland, and Brian MacPherson) has approved 10 new AACA members, including 6 Regular members, 3 Associate members, and 1 Affiliate member).

d. Web Master's Report -----{8:58 a.m.}
Brian MacPherson reported the development of the website has been put on hold as we seek to identify a professional association management company, who will be charged with website development and upkeep. Tom Gest wants to host his anatomical terminology website on the AACA website, and Brian talked about the importance of having the information display to the user at a quicker rate.

e. Anatomical Services ----- {9:01 a.m.}
Brandi Schmitt reported ASC has formed a subcommittee to investigate and formulate a plan for archiving, recalling, updating and sharing the ASC's body of work with AACA members and, to the general public, as appropriate.
Subcommittee Members include: Angie McArthur - U Minnesota, Carol Lomneth - U Nebraska, Charlotte Wacker - UC Davis, Craig Goodmurphy – Eastern Virginia, Dean Fisher- UCLA, Jon Jackson – U North Dakota

- Plan the 2012 ASC symposium & develop an outline for 2013 & 2014
 - 2012- Grenada - Outreach and Stewardship in Academic Whole Body Donation Programs (90 min)
 - 30-40 min speaker (via video or teleconference) on marketing concepts and strategies. Currently exploring academic and non-academic donation program marketing experts for speaker
 - 20 min- 7 breakout groups for roundtable discussion of the concepts/strategies, facilitated by the 7 ASC members
 - 30 min whole group sharing and discussion on concepts and strategies
 - 2013- Denver
 - Discussion has centered on screening the Blue End, with introduction or conclusion by Vic Spitzer and discussion focusing on donor consent and representation, or misrepresentation (as the case may be), of donor programs by media and others
 - 2014- Location and topic TBD
- Write a viewpoint article for the Journal of Clinical Anatomy on the AACA's Best Practices for Anatomical Donation Programs document
 - In progress- currently with B. Schmitt
- Respond to inquiries and items of topical interest to the ASC when warranted
 - Position on donor referrals (currently working on this position and will send it to Council when it is finished).
 - Position on capture and use donor images (currently working on this position and will send it to Council when it is finished).

f. **YOU-TUBE VIDEOS** ----- {9:21a.m.}

Note: This item was addressed before it was listed on the agenda to include the input of Brandi Schmitt.

Brandi Schmitt commented that posting anatomical dissections to You-Tube does not respect the confidentiality of donors and probably done without the consent of the donors. The discussion centered on current dissections videos, which Wayne reported originated at the University of Wisconsin-Madison, which were posted on YouTube by a 23-year-old man from New Zealand. These videos were not password-protected on the University of Wisconsin-Madison. An example of these You-Tube videos can be viewed at <http://www.youtube.com/watch?v=MtSQUjgQtTE>. All of the videos can be found on the UW-Madison website at <http://www.anatomy.wisc.edu/courses/gross/>.

g. **Career Development** ----- {9:31 - 20 min}

Brion Benninger (see attached minutes)
{15 min BREAK}

h. **Listserv issues** (Tom Gest) – Privacy of AACA Listserv: Should individuals be added to receive Listserv mail without consent of all Listserv participants? (Agur, Norton)

There was concern about carbon copying individuals not associated with internal AACA matters on listserv e-mails. Tom Gest submitted the research he had done on this topic, and the contents of this document are as follows...

Todd forwarded one of the emails that prompted this agenda item. In the email, he informed that members of the executive committee that he had hired a lawyer to look over various aspects of the AACA/BACA/Journal/Wiley issue, and he cc'd the lawyer, Jerry Panaro. Although the case in point seems to be an acceptable way to include the lawyer in these discussions, this case brings up the question to be discussed, namely: Should members of one of the private AACA listserv groups, such as the executive committee, bylaws committee, any SIG committee be asked about including a non-member in any discussion, including email?

It seems that our general membership AACA listserv should be disseminated to all those who are interested in clinical anatomy and who will use it responsibly. Our committee listserv groups are for conducting business related to AACA activities, and are not intended to be shared widely to non-listserv members.

Proposal: The committee listserv groups should be used for business related to the mission of the AACA. If it serves the mission of the AACA, by majority opinion of the members of a committee, that committee may choose to allow non-listserv members to have temporary access to the listserv of that committee.

It is common courtesy to introduce new individuals to the committee and define their role.

i. **Educational Affairs** ----- {10:16 a.m. }

Rebecca Pratt reported the EAC had two meetings with new members, Ken Jones and Alena Wade.

1. Feedback was gathered regarding the 2011 EAC breakfast meeting in Columbus
 - a. Need signs to help direct attendees to the breakfast location
 - b. Sign/poster a day or two ahead of the SIG meetings to invite attendees to come

- c. Arrows to direct morning traffic through the center
 - d. Have breakfast and the meeting closer together spatially so people are not juggling coffee, notebooks, and food for long distances to reach the meeting room
 - e. Table discussions should be based on questions rather than subject matter
 - f. Gather questions AACA members might like to discuss in February via the listserv
 - g. Send out an email invitation with the questions the EAC will be using for open discussion during their breakfast meeting about a month before Grenada and then again a week before to generate interest in attending not only the business meeting portion but the collegial chatter afterwards
 - h. Ideas for questions could include “How do you use computers in your lab?” “How do you write clinical vignettes for first year student exams?” “What current modeling platforms do you use in your anatomy course?”
 - i. Keep questions general enough to inspire discussion
2. Feedback was gathered regarding the 2011 EAC Symposium and Key Note Speaker G. McMahon in Columbus.
- a. Continue to support pre-meeting email discussions between symposium speakers to tie together presentations
 - b. Handout are nice to take with you and use at your institution
 - c. Handouts that provide references and websites for further investigation post-conference are extremely helpful and are useful “take-aways” from the symposium
 - d. Interactive sessions are a good break from the norm and do not isolate meeting participants from the presenter; small group work is constructive
3. The EAC topic for the 2012 Grenada meetings will be "**Anatomy throughout the curriculum: What to teach and when**". Potential speakers for Grenada include: Wojciech Pawlina (keynote confirmed), Art Dalley, Ameer Raouf, Sakti Srivastava, Larry Rizzolo, Anne Gilroy (verbal yes), Rick Drake
- a. Rebecca will send a general email to these potential speakers to get a sense of their interest and topic idea
 - b. EAC committee will continue to brainstorm other potential speakers
 - c. We will need to confirm that EAC only has one symposium, not a Key Note presentation plus a symposium
 - d. Do we include a panel discussion or allocate more time to the speakers?
 - e. Potential speakers from the Grenada meeting have the following concerns: Will the AACA be paying for registration? Or does the EAC have to out of their budget? Would does registration fee include?
4. Denver 2013 meeting: “Assessment in anatomy education”
- a. This topic was an idea from 2010-2011 committee and can be elaborated on
 - b. Rebecca will send out a compiled list of past topics from AACA EAC as well as the Educational Platforms presented at AAA to help brainstorm ideas
 - c. Suggested that EAC AACA history of past meetings be posted on the AACA website.

Concerning the EAC symposium topic for 2013 Denver, Rebecca Lufner, Chair of CDC, stated her concerns of the two special interest groups having a common theme for Denver 2013. The EAC’s original idea is “Assessment in anatomy education”. Rebecca joined our call on Tuesday to chat about the CDC’s current interest in

“assessment and curricular change”. The CDC would like to invite various speakers representing PBL, Team Based, SBL, integrated curricula, etc. They would like their presenters to focus on the pros and cons of the college’s delivery style for the preclinical years and comment on the years of experience they have with the style of curriculum as well as any class size dilemmas. The EAC would find it useful to ask the CDC speakers about how they assess medical students in their said curriculum to tie it into our “Assessment” directive. This way the EAC could look at assessment TYPES (multiple choice, free response, hand-on demonstrations, oral presentations) and the CDC could relate them to the types of curricula they work well in and don’t work well in (or are more challenging to glean information from). Both committees agreed that they should be able to ask their presenters to abide by guidelines when developing their presentations so that the topics are streamlined and tied together. Speakers for both committees would need to answer specific questions being posed by the group.

5. Update on Listserv Database: Tom Gest explained the idea of creating a searchable document that would merge all of the educational questions and postings passed thru the AACA listserv from 1995 to present. The rationale was that it seems like the same questions pop up every two years or so and the redundancy could be avoided with a searchable index of information from relevant discussion topics presented by AACA members. The EAC thought that it would be useful to organize the material into a forum-like database that would be available on the AACA website for members to look thru before starting up a new listserv question.

- j. **Treasurer’s Report** (Norton) ----- {10:35}
Neil presented the status of the AACA finances. He provided a historical overview dating back to the 2007 Henderson, NV meeting. Neil provided a financial overview of the current state of the 2011 AACA Annual Meeting in Columbus, OH. Neil noted there were two major issues on the horizon that would need to be addressed in the near future. Both issues are related to the publishing agreement with Wiley. First, Neil noted that the membership dues structure needs to be revised. He suggested this change be pursued during the journal negotiations, which will start in January of 2012. The second major issue dealt with the increasing overhead to the editorial office. Neil stated this issue should also be addressed in the Journal negotiations. Neil presented the 2012 budget in line-by-line format.

Motion: To accept the 2012 budget (Loukas/Ward). The motion was accepted unanimously.

- k. **Association Secretary’s Report** (Lambert) ----- {11:36}
Wayne thanked Brian and Neil for guiding him through the transition period in learning the duties of association secretary. He stated he sent three e-mails to AACA members concerning the nomination process for the 2012 AACA Awards. Based upon the feedback from the AACA membership, five nominees were submitted for the 2012 AACA Honored Member and two nominees were submitted for the R. Benton Adkins, Jr. Distinguished Service Award. The nominees were scheduled to be presented to Council this afternoon for the selection process.

LUNCH ☉ ----- {11:50 -12:30}

8. PROFESSIONAL ASSOCIATION MANAGEMENT-----{12:13 p.m.}

- a. Request For Proposal finalization (RFP document) (Dalley) – Art presented enclosed document, and members of Council gave appropriate editorial suggestions, which were incorporated into the document.
- b. Total meeting management fees 2010 (Norton) – Neil discussed our current costs for having JulNet Solutions provide services to the association.
- c. PAM presentations (Dalley): How should question period be structured? Should there be predefined questions? If so, what should they be?

9. AWARDS (Lambert/Agur)-----{12:47p.m}

- a. 2012 Honored Member Award
Wayne led the discussion of the five nominations for the 2012 AACA Honored Member. After completion of discussion, a ballot vote was taken, which resulted in Ronald A. Bergman being elected unanimously as the recipient of this prestigious award. Following the voting process, Stephen asked that the minutes reflect that Todd and he agreed on the recipient of this award.

Note: There is a proposal to host a dinner with Dr. Bergman at the Spring Interim AACA meeting to present him with his Honored Member award since he may not be able to travel to Grenada due to health concerns. The event should be videotaped, so members of the AACA can view this event at the Annual Meeting in Grenada.

- b. 2012 R. Benton Adkins, Jr. Distinguished Service Award
Wayne led the discussion of the two nominations for the 2012 R. Benton Adkins, Jr. Distinguished Service Award. After completion of discussion, a ballot vote was taken, which resulted in Keith Moore being the recipient of this prestigious award by majority vote.

Motion: Only one winner of the award will be given in 2012. (Norton/Seifert – unanimous).

- c. Blue Box Award: Working Group Report (Tubbs) – Shane presented the document composed by the working group, which will be sent to the Council separately.

Anne thanked Shane, Stephen, and Kim for their dedicated work in the composition of this document. Rick asked how the nominees for this award were identified, and how first authors were determined to be students (or recent students).

Motion: To approve the composition of the Blue Box Award document. (Norton/ Seifert - unanimous).

Motion: To approve the composition of the committee that chooses the Blue Box Award, noting no BACA member is currently listed as a member. (Olson/Loukas - unanimous)

10. MEETINGS----- {1:00p.m.}

- a. Program Secretary and Committee Chair's Report (Seifert)

Mark reported 2011 AACA Meeting abstracts will be published in Clinical Anatomy next month.

- b. Meeting Manager's Report (Hewett)
 - 1. 2011 Annual Meeting Committee Report - Julie presented the AACA meeting evaluation form and presented the number of attendees at the last five AACA meeting.
- c. 2012 Annual Meeting Committee Report (Loukas/DePhilip by 📞)
 - 1. Marios is currently working to see if people paying to stay at the faculty club (50 rooms) instead of the dormitories can be counted in the 95% attendees required to stay on campus to stay clear of the \$30K penalty.
 - 2. Art mentioned that our membership needed to be aware that the reasonable dorm rates are our primary residential option, and if too many members stay outside of these facilities, they will financially harm the Association and the success of the meeting.
 - 3. Marios' timeline to get all the information prepared is by the end of November. From November 15 to December 1, expect a significant number of conference calls with MOPP, Neil, Mark, Julie, etc.
 - 4. Marios is applying for a grant from GE to offset the Postgraduate Course. The fact that most people will be there, the sign-up is unlimited. It will be unique as they have standardized patients with various diseases who will be in the course.
 - 5. Food service will be split between two main companies on campus. People staying after the meeting to lengthen their stay will only have the student food fair to eat at – although dorm housing will still be available.
 - 6. There is a 24 hour healthcare facility on campus.
- d. 2013 Annual Meeting Committee Report - Proposals for Future Meetings (Seifert)
 - 1. Julie will visit Denver later this month to visit resorts close by (~90 minute shuttle) and with Vic Spitzer at the medical school. He plans to section a new cadaver for the postgraduate course, the data from which will be used in various exercises – a very unique opportunity.
 - 2. 2014 is the 30th annual meeting of the AACA and we do want to co-meet/partner with the AMI for insurance – and perhaps others. Julie indicated that a 3 year “city” plan is generally good and at this point we are not really firm on even 2013.

- 11. **OLD BUSINESS** - At the time that the Association Secretary circulates Executive Committee teleconference minutes, the draft minutes be circulated to **the entire council**. Once approved by Executive Council, the approved version of the minutes will be resent as final/approved minutes to full Council. (Olson/MacPherson - unanimous)
- 12. **NEW BUSINESS** - Anne is asking for advice on Presidential Appointees to the Journal Committee. Once she gets this (within 2 weeks) from Council members she will put forth two names to be voted on, for approval, by Council by email.
- 13. **ADJOURNMENT: 4 p.m.**