

MINUTES

American Association of Clinical Anatomists (AACA) Executive Council Meeting

June 19, 2001
Hilton Suites – Nashville, TN

The Executive Council convened on June 19, 2001 in the Ryman Room of Hilton Suites in Nashville, TN. At 9:37a.m., the meeting was called to order by R. Benton Adkins, Jr., M.D., President.

Members Present: R. Benton Adkins, Jr., M.D., President; Arthur F. Dalley, II, Ph.D., Past-President; Daniel O. Graney, Ph.D., President-Elect; Brian R. MacPherson, Ph.D., Program Secretary; John A. negulesco, Ph.D., Councilor; David W. Page, M.D., Councilor; Wojciech Pawlina, M.D., Councilor; David Peck, Ph.D., Councilor; Lawrence M. Ross, M.D., Ph.D., Secretary; Mark F. Seifert, Ph.D., Councilor; Andreas H. Weiglein, M.D., Councilor.

Guests: Stephen W. Carmichael, Ph.D., Ms. Beverly Northouse, Carol Scott-Conner, M.D., Ph.D., Lynn J. Romrell, Ph.D. and Ms. Lisa Booher.

The Ammended Minutes of the Interim Council Meeting of October 14, 2000 and the Minutes of the Interim Council Meeting of December 16, 2000 were approved.

The Agenda was altered to include a report from the new Editor-in-Chief of the CLINICAL ANATOMY, and the update on the 2002 Annual Meeting was deferred to the end of the meeting.

Report of the Editor-in-Chief (*Steve Carmichael*)

The new Editor-in Chief, Steve Carmichael was accompanied by Ms. Beverly Northouse, who along with Sandy Marks had successfully kept CLINICAL ANATOMY on schedule. He indicated that volumn 14:4 would be the last issue under the auspices of the former editor and that issue 14:5 would contain an editorial from the new editorship. He noted that Bob Leonard was the new AACA Editor and Stuart MacDonald was the new BACA Editor. He provided a brief history of the journal's origins and growth to its present position as the premiere journal in clinical anatomy. He reviewed the present features of the journal and the plans for several new features for the journal such as clinical vignette and historical reviews. He related his hopes to speed the manuscript review process by adopting a secure web-based review process. He noted the activities of Bob Leonard in doing final manuscript reviews, Stuart MacDonalds review and revision of the Guide to Authors, and the meeting the three editors and Dan Graney had had with the Wiley-Liss representatives in New York. He then presented the manuscript review process and statistics concerning the present state of the journal related to manuscript submissions, acceptances, and rejections. It was noted that the BACA has a greater number of published articles proportional to its membership size. The problem of superb papers at our Annual meeting appearing in other journals and not CLINICAL ANATOMY was again discussed, together with the merits and risks of requiring a manuscript as a prerequisite for a platform presentation at the Annual Meeting. Carol Scott-Conner proposed a prize be created for a category of papers to be delivered at our meeting, and that a manuscript be required for prize

eligibility. Council approved the concept, with the prize to be named at a later time, but would consist of a travel stipend of up to \$1,500. The winner would be chosen on the basis of their presentation, and the prize would be presented by the Honored Member. The question was asked whether authors who publish in other journals rather than CLINICAL ANATOMY, were ever questioned about their reasons for doing so. Steve also raised the issue of Beverly Northouse's increase in hours devoted to journal activities and the need to increase support to her for this activity as it relates to overall support to the editor's office. The Executive Council unanimously approved the presentation of the recently purchased laptop computer to the outgoing editor in recognition of his exceptional service to the AACA and CLINICAL ANATOMY. Council and Steve acknowledged and thanked Beverly for her willingness to continue her activities in the editor's office, and commended her for her outstanding service in keeping the editor's office running during the transition period. Finally, Steve commented the trends in journals shifting their areas of focus which has led to CLINICAL ANATOMY being one of the few, if not the only journal devoted to gross anatomical research. He described his conversation with the editor of ANATOMICAL RECORD concerning their planned shift to genomics, and the merits of that journal referring gross anatomical or educational manuscripts to his office, while he would reciprocate by referring molecular biological manuscripts to the ANATOMICAL RECORD office. He noted other journal editor contacts for the same purpose, and that he has already received a number of manuscripts via this arrangement.

President's Report (*Ben Adkins*)

Ben announced that the Postgraduate Course the AACA sponsored at the American College of Surgeons meeting was so successful, that the AACA has been invited to present another course in October 2001. The topic will be the Abdominal Wall, Groin and Hernias of the Region. Ben asked Larry Ross to report the election results. Carol Scott-Conner is the President-Elect, Mike Casey and Geoff Guttman are the two Basic Science Councilors, and Jim Holsinger is the Clinician Councilor. He noted that Tom Quinn and Brian MacPherson were placed on the ballot and that the cover letter noted their willingness to serve another term and that no additional nominations were received. Ben indicated he had received assurances from the other candidates of their interest and willingness to serve the Association. In response to a question, he indicated that he had received just over 200 completed ballots and that our membership is approximately 550.

Treasurer's Report (*Tom Quinn*)

Tom noted the Treasurer's Office underwent an Internal Revenue Service audit, and the only infraction found was failure to send 1099 forms to several recipients of over \$500. The office has responded to the IRS, will perhaps be fined \$800, but final disposition of the audit had not yet occurred. Tom next called Council's attention to the reports from Richard Wayne, a Rochester, MN Certified Public Accountant which had audited the journal editor's office accounts. He noted payments made, and also noted that Mayo Clinic had recently written off an invoice with some \$30,000 in charges for salary, benefits, indirect costs etc. He noted the present uncertainty of future Mayo Clinic support, and future invoices for amounts over \$30,000 are possible. He also noted the move of the AACA Editor's office from UC-Riverside to UD-Irvine creates another financial uncertainty at this time. Tom indicated it virtually impossible to

budget the editor's office at this time. The question of receiving increased editor office support via advertising was discussed as it related to our contract with Wiley which terminates at the end of 2002. A decision to renew with Wiley or contract with a new publisher would need to be made by June 2002. Council requested Steve Carmichael to obtain as many pertinent documents as possible in preparation for the Editorial Board Meeting the following day.

Tom called Council's attention to the Projected Budget for 2002, noting that most of the information was self explanatory. Under Projected Income, the \$20,000 from Wiley-Liss was counted on. He noted the ongoing problems with bank fees associated with payments from our foreign members, directory expenses will drop with the shift to an electronic format. Under Grants and Awards, he noted the increase in student awards to \$600 each, which is called a travel reimbursement to avoid tax issues, and that the Honored Member expenses should be lower. The Interim Council meeting continues to be a significant expense for members whose institutions do not cover the travel and lodging costs. The uncertainty of the amount of support needed for the editors' offices was again noted, and would be presented at the Business Meeting as an uncertain issue at this time, and that many issues will be under negotiations.

Tom next called Council's attention to the Compilation Report. He noted that correspondence from the BACA concerning revenues from the Cambridge meeting indicated expenses for our AACA/BACA Meeting had been folded into the expenses for the meeting of the Anatomical Society of Great Britain and Ireland which immediately followed our joint meeting. It was concluded that revenues from that meeting would not likely be forthcoming.

Secretary's Report (*Larry Ross*)

Larry asked that a date be set for the Interim Council meeting, and Saturday, October 20, 2001 at the O'Hare Hilton was agreed upon. He provided Council with his home phone number as his office at the U of Texas Houston had been destroyed by flooding. He thanked Art Dalley and Mark Seifert for generating the minutes of the December 2000 Interim Council Meeting. The question of the site for the Directory was raised and Brian MacPherson indicated he could and would be willing to generate the directory and that database files needed to be sent/copied to him.

Program Secretary and Web Master Reports (*Brian MacPherson*)

Brian first called attention to his Program Secretary report which had been distributed previously. He indicated that publishing the abstracts in CLINICAL ANATOMY before the meeting was impractical because most abstracts arrive just before the deadline. Abstracts from authors that do not show up at the meeting are not submitted to the journal. He noted that he rarely will edit abstracts. He reported that the Nashville meeting had 73 abstracts submitted, with 43 from the platform and 30 poster presentations. All but 2 abstracts were submitted electronically. Brian indicated that he was considering having a session or area where individuals can demonstrate and provide hands on interaction with newly developed software. Attendance was estimated to be 180. Mark Seifert, Carol Scott-Conner and Brian would judge the student presentations. Brian next discussed his Web Master Report, also distributed earlier, noting anticipated changes in the software base and the hosting server. He raised the question of

what do we want the website to do, such as one suggestion to have a page with pictures and biographies of our Honored Members.

Art Dalley as local host noted that pre-registration for the Nashville meeting was very poor and that this had caused significant problems in planning for the banquet and other activities. He noted the 'penalty' for late registration was not significant. At his suggestion, Council approved increasing the late registration penalty to \$100.

Future Meetings

A. 19th Annual Meeting, 2002, Gainesville, FL (*Lynn Romrell*)

Lynn indicated the meeting would be held at the University Convention Center, a Double Tree Hotel that was about one year old. He felt the package they had obtained would provide the attendees and the Association all the necessary facilities and services for a successful meeting. The reception will be held at an art museum across from the hotel. Spouse trips are being organized, one probably to St. Augustine, and another likely to Silver Springs. He noted that Gainesville is about 70 minutes from either Florida coast. The postgraduate course will be held at the Brain Institute and the topic will be 'Clinical Aspects of Skull Base and Spine Anatomy'. The dates for the meeting will be the week of June 3, 2002.

B. 1st Joint AACA/EACA Meeting, 2003, Graz Austria (*Andreas Weiglein*)

Andreas referred to his report, noting that the BACA will attend the meeting but will not be a sponsor. He reported indications from the Australian, New Zealand and Japanese societies that their members are being encouraged to attend. Inquiries had also been received from the World Federation of Veterinary Anatomists, expressing in educational matters. The Postgraduate Course will deal with Common Invasive Procedures, and will utilize cadaver specimens preserved with the soft embalming method used at Graz. He indicated that the spouse's program is largely set, as our special evening activities for all attendees. The meeting will take place the week of July 7, 2003. He also indicated he had a video to show at the Business Meeting.

C. 20th Annual Meeting, 2004 (*Larry Ross*)

Larry indicated meeting sites for 2004 and beyond, were open. He indicated he had written to Dr. E. James Potchen, Chair of Radiology at Michigan State University in response to a letter sent Dan Graney about hosting a future meeting. This was the standard letter sent in response to informal invitations which asked for information which Council used in making its decision. No reply had been received as yet. Steve Carmichael and Mark Seifert made an informal invitations at this time, and Dan Graney reported receiving an inquiry from Greg Smith and Pat Patterson to host a meeting at St. Mary's with the Postgraduate Course at UC-SF. Larry indicated he would write these individuals as well as Dave Bolender and Don Hilbelink at Medical College of Wisconsin and South Florida, from which informal invitations had been received previously. He pointed out that the 2005 meeting will be joint with the BACA.

Committee Reports & Appointments

A. Constitution And Bylaws Committee (*Dave Peck*)

Dave indicated he would be leaving Council after this meeting. As Chair of the Committee, he had attempted to compile a history of our Constitution and Bylaws, but found it impossible to do so. His suggestion was that the future committee membership start with a blank page to create new documents to fit our changing needs, methods of communication and to address issues of governance and membership input into AACA affairs. Dave indicated his willingness to continue on the committee in an ex officio capacity, Council appointed Al Pawlina to membership, with Mark Seifert continuing on the committee. It was agreed that Todd Olson should be nominated for the member-at-large position at the Business Meeting in response to his expressed interest in this committee.

B. Educational Affairs Committee – no report received

Mike Casey and Dave Porta indicated their interest and willingness to co-chair the committee. Brian indicated he would get the Educational Affairs Committee meeting started at this meeting.

C. Financial Affairs (*Tom Quinn*)

Tom indicated the committee composed of Carmine Clemente, Todd Olson and Gary Wise as the member-at-large were interacting actively by e-mail. They were discussing mechanisms for bequeathals. The Committee reviews the books each year at the meeting.

D. Journal and Journal Search Committees (*Dan Graney*)

Dan commented that it was an interesting process, with a surprising lack of names coming forward, but the candidates selected appeared to be right ones and that it was now time to move forward.

E. Membership Committee (*Dan Graney*)

Dan distributed sheets summarizing the applications that had been approved or were still pending. Eight active members and ten associate members had been approved, for eighteen new members, all of which were accepted by Council. Dan also reviewed the applications that were incomplete for one reason or another. He also discussed the problems getting letters for certain candidates, especially those from foreign countries.

Brian brought up the issue of many members not having receive a membership certificate. Tom was to determine if a master was on file at Creighton, and Larry would contact Bob Leonard to determine if possible, when the last certificates were issued (Bob indicates he signed certificates at the Iowa City meeting, his last meeting as Secretary).

F. Nominating Committee (*Art Dalley*)

As indicated on the Agenda, the positions of Secretary, 1 Basic Science Councilor and 2 Clinician Councilors will end after the 2002 Gainesville meeting. Art indicated that a formal nomination of Michael von Ludinghausen for a Clinician Councilor was withdrawn for one year in hopes of having continuity of European representation on Council. He thus would be one of the nominees for the following year.

Councilor Reports**A. John Negulesco** – no report**B. David Page**

Dave review his distributed report in which he summarized his ongoing activities with the Association for Surgical Education and the Association of Program Directors in Surgery. Carol indicated that many surgical residency programs suffered in the most recent match, and that excellent opportunities now exist for productive interactions between our organization and surgical programs, such as early exposure of 1st year students to surgery in Gross Anatomy courses.

C. Al Pawlina

Al described his emerging interest in developing curriculum in professionalism and his hopes in identifying a speaker for our Annual Meeting, and hopes to get the AACA involved in this topic as well. It was suggested that the Educational Affairs might be an excellent forum for this effort, and he indicated that he would contact members active in educational affairs during the meeting. David Page indicated his interest in participating in this effort as well.

D. David Peck – no report**E. Mark Seifert**

Mark expressed his enjoyment for the past two years on Council. It had been a rewarding experience, and he looked forward to continuing involvement in the AACA.

F. Andreas Weiglein

Andreas indicated that as Councilor, he wanted to increase international relations between the AACA and other organizations. Council felt he had probably met this goal already through his invitations to many anatomical organizations for the 2003 Meeting in Graz.

Old Business

The status of the Young Anatomist Event (YAE) was raised and it was noted that David Porta, David Page, Mark Seifert, Anne Gillroy and Brian MacPherson would be meet on Thursday, to plan a future YAE at the Gainesville Meeting. A modified YAE at the Graz meeting might also be planned to provide young anatomists a unique opportunity. Andreas was asked to attend the planning meeting.

New Business

Larry quickly reviewed the Agenda for the Business Meeting. He called particular attention to the need to elect member-at-large members to the Constitution and Bylaws, Financial Affairs and Nominating Committees.

Art announced the plans to start a new medical school in Kathmandu, Nepal and their need for support, perhaps by the Association as an organization. They appear to need almost everything, including texts, atlases, etc. This new medical school seems to be the first national medical schools, in contrast to the Indian private schools that have existed there.

David Page asked if the AACA might be able to compile specific articles from CLINICAL ANATOMY, as a clinical text entitled "Selected Readings from Clinical Anatomy" or a monograph series. The revenues should in part come back to the Association.

There being no further business, the meeting was adjourned at 4:28p.m.

Respectfully Submitted:
Lawrence M. Ross, M.D., Ph.D.
Secretary