

**MINUTES**  
**American Association of Clinical Anatomists (AACA)**  
**Interim Executive Council Meeting**  
**Saturday, October 19, 2002**  
**O'Hare Hilton Hotel, Chicago, IL**

The Executive Council Meeting was convened on Saturday, October 19, 2002 in Room 2043 of the O'Hare Hilton Hotel, Chicago, Illinois. President, Daniel O. Graney, Ph.D. called the meeting to order at 9:21 am

**Members Present:** R. Benton Adkins, Jr., M.D., Past-President; Anne M.R. Agur, Ph.D., Councilor; Stephen W. Carmichael, Ph.D., Editor-In-Chief, CLINICAL ANATOMY; Michael A. Casey, Ph.D., Councilor; Daniel O. Graney, Ph.D., President; Geoffrey D. Guttmann, Ph.D., Councilor; James W. Holsinger, M.D., Ph.D., Councilor; Brian R. MacPherson, Ph.D., Program Secretary; Thomas H. Quinn, Ph.D., Treasurer; Lawrence M. Ross, M.D., Ph.D., Secretary; Carol Scott-Conner, M.D., Ph.D., President-Elect (by speaker phone); Robert J. Spinner, M.D., Councilor

**Members Absent:** Michael von Ludinghausen, M.D., Councilor

**Guests:** Arthur F. Dalley, II, Ph.D.; Anne M. Gilroy, Ph.D.; Todd R. Olson, Ph.D.; Greg R. Smith, M.S.

Minutes of the Executive Council Meeting held June 4, 2002 in the Live Oak Room of the Doubletree Hotel & Conference Center in Gainesville, Florida were approved unanimously. The agenda was altered to move the reports on the 21<sup>st</sup> Annual Meeting at St. Mary's College in Moraga, CA by Greg Smith, and of the Constitution & Bylaws Committee by Todd Olson to the first and second items of business.

#### **FUTURE MEETINGS**

##### **21<sup>st</sup> Annual Meeting, 2004 - St. Mary's College, Moraga, CA (Greg Smith)**

Greg distributed materials illustrating the facilities to be used for the 2004 meeting. The meeting dates are June 8-12, 2004, with the typical format of association meetings and registration on Tuesday, June 8<sup>th</sup>, scientific sessions June 9-11<sup>th</sup>, and the postgraduate course on Saturday, June 12<sup>th</sup>. The scientific session will be held in the Soda Center, which can accommodate 300 people, and is close to the dormitories, dining hall facilities (site for the banquet) and biology building. He then reviewed the layout of the Soda Center, noting the locations for registration, platform session and posters and commercial exhibitors. Greg proposed that posters be relocated to the nearby Biology Building following their specified time of presentation. Meeting attendees would then have additional time to read and study the posters. This plan, to be optional for the poster presenters, was approved by Council. He noted the patio area that is part of the Soda Center as an area that might be used for the welcoming reception, depending upon weather. Greg next reviewed room charges for the facilities that were to be used, indicating it was possible they might be lower than indicated. He also presented the charges for the dormitories, noting that packages for regular dorm rooms, apartments and daily meals were available. The accompanying persons program would likely include trips to Napa Valley, Culinary Institute of America, and/or day trips to San Francisco. Greg indicated there were no other meetings or summer camp events scheduled, so that the AACA would in effect have the campus and facilities to itself (including hiking trails, fitness center, tennis courts, and pool). Greg did call Council's

attention to the somewhat isolated location of St. Mary's and the benefit of car rental for mobility. The postgraduate course is planned for the U. of California San Francisco and Greg is hopeful that UCSF will have a Da Vinci robotic virtual surgery unit by that time. A regional focus on the perineum was proposed. He did note that Stanford presently has a Da Vinci unit. In closing, Greg indicated he was collaborating with Art Dalley in the creation of a meeting plan template, for use by future hosts.

### **Constitution and Bylaws Committee (Todd Olson)**

Todd briefly reviewed a number of historical initiatives to revising the Bylaws to increase membership participation in Association governance. Many years and meetings passed before the present revisions were created. He emphasized a revision means a replacement of a current document, and not an extensive amendment. The proposed revision is the product of two committees: the present Constitution & Bylaws Committee composed of Rob Spinner and Rick Clemente in addition to himself, and last year's Committee composed of Mark Seifert, Wojciech Pawlina and himself. Additional input was obtained from David Peck, a previous Committee Chairperson, Terry Ma, Dan Graney, Art Dalley, Brian MacPherson, as well as Ralph Ger, Ollie Beahrs and John Skandalakis, the last three having been involved in the creation of the original document. Because of the immensity of the project, a side-by-side document for comparison of the old Bylaws with the proposed revision was prepared and distributed to Council to facilitate discussion. Todd next outlined his presentation plan which would include: a red bulleted list of the most significant changes having the greatest impact on Association operation; bullets in green of a secondary level of impact, and finally those items in black which are of a more technical nature given the changes proposed.

First, Todd emphasized the new document are Bylaws only. In addition to resolving past problematic issues, the new Bylaws needed to be a vision for the future that would broaden the stated mission and facilitate growth of the Association. He called attention to our past *ad hoc* efforts to include anatomical services members and the new document formalizes that effort. Membership categories have been reorganized since there is impact regarding receipt of the Journal, voting and meeting registration discount. A mechanism for expelling a member has been inserted. The revision creates an Executive Committee consisting of the elected officers, empowered to conduct Council business between the regular Council meetings. Presidential succession is clarified, and a provision for appointment of a President-Elect by Council included. Todd clarified the *ex officio* nature of the Editor-in-Chief of the Journal. Significant numbers of *ex officio* members have been added to a Program Committee in the new document. The number of Councilors is increased from six to nine and the term of office increased from two to three years. Of note is the election of two Councilors-at-Large and one of the Special Councilors (Clinician, Allied Health or Anatomical Services) each year. Todd called attention to the clear definition of a Clinician Councilor, an individual actively involved in patient care, and formalizing the inclusion of members involved in allied health and anatomical services support in our governance process. Provisions were made for current elected Councilors to serve out their term. The general membership is provided a means of participating in the nomination process, Nomination by Petition. The provision for modern electronic balloting will effect efficiency and economical change to this process.

Under his list of revisions with secondary impact, Todd pointed out the enhancement of the Career Development and Anatomical Services Committees as standing committees. The Nominating Committee size is increased from three to five members. A Program Committee,

with several *ex officio members*, is created to assist the Program Secretary. Committee membership election and appointment process is modified. Finally, the inclusion of Articles relative to the Annual Meeting and the Amendment process were noted.

Todd also called Council's attention to the omission of articles from our present and the proposed Revisions that some associations have in their bylaws: non-discrimination, removal of elected individuals, conflict of interest, indemnification, and special elections. His Committee felt there was no immediate need for these provisions.

Todd and Dan Graney then took Council through the side-by-side, current and revised bylaw document, article by article, inviting Council's questions and comments. Extensive discussion and debate occurred on the document, article by article, and the following additions, modifications and/or procedural decisions were approved by Council. The addition of residents and fellows in training was made to Article II, Section 4, Subsection C. Following discussion, In Article VI, Section 3, Council voted to modify the consecutive terms of councilors to read Councilors may serve two consecutive terms in the same councilor category only when they were appointed to the first term. The description of the Allied Health Councilor was modified to read whose primary teaching responsibility involves allied health students. At the suggestion of Program Secretary Brian MacPherson, a Subsection was added under Article VIII, Section 5 Program Committee, defining the appointment and duties of a Meeting Manager. Discussion on the need for a Public Affairs & Ethics Committee took place and it was concluded such a committee might best start as an *ad hoc* committee. Following final discussion, it was moved and seconded that the Revised Bylaws be approved as presented and amended by Council. The motion was approved.

#### **PRESIDENT'S REPORT** (Dan Graney)

Dan indicated his report had primarily concerned the Bylaws. Updating of the membership database would be discussed in the Treasurer and WebMaster's reports. He mentioned his concern and interest in increasing the distribution of our Journal, especially in an electronic format, and that his own institution's library has had some difficulties dealing with Wiley. He would keep Council informed as this issue unfolded in the future.

#### **EDITOR'S REPORT** (Stephen Carmichael)

Stephen indicated the first portion of his report related to also being President of the Association of Anatomy, Cell Biology and Neurobiology Chairpersons (AACBNC). He distributed a program for the AACBNC's February 2003 Meeting in Panama, and invited the AACA to sponsor one of four events at this meeting. These included: sponsoring a visit by President and Mrs. Jimmie Carter, a friend of the current President of Panama (\$5,000;), sponsoring Donald Jenkins from the National Library of Medicine who would speak on the Visible Human Project (\$4,000); sponsoring the Socializer (\$2,000); or sponsoring a speaker from the Smithsonian Institute (\$1,000). It was moved and seconded to sponsor the presentation of Donald Jenkins.

Stephen then distributed his Clinical Anatomy Interim Report, indicating Ms. Beverly Northouse had compiled the data. He emphasized the increasing availability of color for articles and the cover. He distributed Journal business cards that had been created at the suggestion of Carol Scott-Conner, to increase awareness of our Journal. Of the 165 manuscript submissions, 137 were from the AACA, and 28 from the BACA during the period from January 1 - October 17, 2002. Of these, 66% were accepted, while 34% rejected. The working relationship with

Anatomical Record continues to be excellent. He noted there were still 27 pending manuscripts from 2001 due to response delays by the authors, and as of the cutoff date of his report, 92 pending for 2002. He indicated the new contract with Wiley-Liss has allowed several technology upgrades in the editor's office, and he estimated his office was approximately a month away from electronic submission and review of manuscripts. He announced Johannes Boon from Pretoria, South Africa and Al Pawlina from Mayo Clinic were new editors, and his continued efforts to expand the list of reviewers, such that each reviewer would review one manuscript per year. He said he had a backlog of 1-2 issues of accepted articles. He concluded his report by expressing his appreciation for the excellent efforts of the AACA Editor, Bob Leonard; BACA Editor, Stuart McDonald and his assistant Beverly Northouse. Dan expressed his concern that the AACA had not yet received a bill for support of the AACA Editor's office, and asked Stephen to inquire about this issue. It was also noted that a Wiley employee named Lucy Woo has been most helpful and responsive to all inquiries from the AACA.

#### **TREASURER'S REPORT (Tom Quinn)**

Tom distributed a Projected AACA 2003 Budget for discussion. In his review of Projected Income, he noted the significant increase in support from Wiley-Liss at \$60,000, which does not include royalty revenue of \$15,000, which would also be forth coming. It was suggested the \$10,000 for the Scientific Meeting revenue be deleted since these revenues are uncertain each year and our 2003 meeting will be international. The Projected Income total for 2003 is then \$130,500. Tom then reviewed Expenditures, and the \$ 1,000 amount for the Assoc. of Chairperson speaker was raised to \$3,000 in view of earlier Council action. Since Carol Scott-Conner would not be attending the December BACA meeting, the \$1,600 figure for Presidential Travel would be significantly reduced as Geoff Guttman said he could attend. The \$800 figure for the St. Mary's site visit was reduced to \$400. Taking into account the suggested changes, Projected Expenditures for 2003 were \$104,150. Tom concluded by reporting the AACA had: \$17,660 in the checking account; \$22,121 and \$32,998 in its two CD's, and \$20,273 in its Money Market account for a total of \$93,061. Tom indicated he would like to shift approximately \$10,00 from the checking account funds into the Money Market account to replenish funds he had previously shifted in the opposite direction. He indicated the \$93,061 total was close to a one-year operating budget, which many accountants and organizations view as a valid rule of thumb. The 2003 Projected Budget was approved as modified.

#### **SECRETARY'S REPORT (Larry Ross)**

Larry directed Council's attention to his prepared report in which both regular and e-mail correspondence was summarized. He noted letters of reply to informal invitations to host future meetings had been sent to Anne Agur – U of Toronto, Bob Jordan – St. George's U in Granada, Dave Bolender – Medical College of Wisconsin, Al Pawlina – Mayo Clinic, and Mark Seifert – Indiana U. A positive reply had been received from St. George's U. Finally he reported receipt of a request from Ms. Michele Briggs at LSU Medical School for our mailing list to send information about their Program in Clinical Anatomy to our membership. It was suggested this information be linked on our website, distributed via the Listserve and that she forward Program Information to Anne Gilroy and the CDC, and that if she wanted address labels, there would be a \$100 fee. Council empowered the Secretary to make decisions on future requests for our mailing lists, but e-mail lists are not included. Larry indicated he would poll Council electronically if he had concerns about specific requests. Finally he reminded Council members they could request AACA brochures from him at any time. The AACA display was with Art Dalley.

**PROGRAM SECRETARY & WEB MASTER REPORT** (Brian MacPherson)

Brian began by indicating that 135 membership certificates had been mailed in August. These were certificates to new members that had not received a certificate as far back as 1999. He then presented his Web Master Report and indicated the on-line database mirrors the database maintained by Mary Ann Keefe at Creighton. Individuals not having on-line access to the AACA Directory could request a CD version from him. The website has been reformatted, indicating Explorer is the software of choice, though Netscape 7.0 does work. He reported his finding regarding on-line credit card dues payment. A vendor used by the AAA allows up to 1,000 transactions per month for a \$299 annual fee, plus a 2.5% charge for each VISA or MasterCard dues transaction. This option would be explored further.

Continuing with the Program Secretary portion of his report, he indicated revenues of approximately \$10,000 were expected from the 2002 Gainesville meeting. The CME scores for the scientific session were 4.7 out of 5.0, and the postgraduate course received excellent scores of 4.5, but he had heard many negative comments about the experience. Regarding the Graz meeting, he mentioned that the deadlines had been posted on the List serve (distributed by Larry), and that Andreas Weiglein would handle the entire abstract process, using electronic review of abstracts.

**FUTURE MEETINGS****1<sup>st</sup> Joint AACA/EACA Meeting, 2003 – Graz, Austria** (Larry Ross)

A mock-up of the programs for the Scientific Session and the Postgraduate Course were circulated. Larry indicated he and Andreas would divide the mailings between their offices, with Andreas mailing announcements to the majority of international AACA members, and of course to the other participating anatomical associations. He called Council's attention to the colorized Program Schedule that Andreas had provided. The cost of the Postgraduate Course is high, but the topic of Common Invasive Procedures would be very hands-on, using specimens preserved using their 'soft embalming' process. Anne Gilroy indicated there would not be a CDC Workshop, but the CDC Committee hoped to meet for 2004 planning activities. This would presumably occur at the same time Council met, on Monday, July 8, 2003. Larry noted the list of deadlines, and available hotels that Andreas had provided.

**Meetings for 2005 and Beyond** (Larry Ross)

Larry called attention to the e-mail reply from Mark Seifert at Indiana University, in which he indicated they would have to postpone indefinitely, a formal invitation to host an AACA meeting. He distributed a letter and information packets as part of a formal invitation from St. George's University in Granada, West Indies. They are hoping to host a Slice of Life meeting at St. George's in 2006, and host our meeting just before the Slice of Life meeting. Some concerns were raised about the cost and availability of convenient air transportation to Granada.

Anne Agur indicated she had consulted with administrators at U of Toronto about hosting the 2005 meeting. The university wishes some form of guarantees in view of their recent negative experience and significant financial loss for a meeting held shortly after Sept 11<sup>th</sup> when large numbers of international participants were unable to travel. Anne indicated she would continue to make inquiries with U of Toronto, but felt they would want a guarantee of some form. It was pointed out the AACA was liable for meeting costs such as hotel meeting rooms, banquets, etc. This raised the potential importance of investigating the availability and cost of cancellation insurance, and it was decided the AACA should investigate this possibility. Stephen Carmichael

indicated Mayo Clinic did not want to host the 2005 meeting, which would be joint with the BACA, as the 1995 AACA/BACA meeting had been at Mayo. He also said that Mayo's CME office would not consider meeting proposal more than three (3) years prior to the intended date. The earliest they might host a meeting would be 2007.

Art Dalley alerted Council to the increasing level of CME overhead charges, which have ranged from 15% to 30%. Although negotiations have often affected a reduced rate, this may not occur in the future. He indicated that Council might wish to consider not offering CME credit to attendees. He indicated only about 15 meeting attendees apply for CME credit.

## **COMMITTEE REPORTS**

### **Educational Affairs Committee (Mike Casey)**

Mike announced plans to create a synopsis of the History of Anatomy Symposium and to submit it to the Journal for publication. He indicated there would be a two (2) hour block of time available at the Graz meeting, and the topic of assessment and professionalism has been selected. The European participants would be recruited to lend a global perspective.

Mike reported the Neurologic Exam document was now in the hands of Rob Spinner, for critical clinical review and input. Brett Oxberry chairs a committee to implement a Clinical Dental Anatomy document. Questions were raised about documents relating to Histology, and Clinical Anatomy of the Musculoskeletal System.

### **Financial Affairs Committee (Tom Quinn)**

Tom indicated he had presented most of his items of responsibility and concern in his Treasurer's Report, or will be covered in Jim Holsinger's report below.

### **Journal Committee (Carol Scott-Conner)**

No report, and Carol indicated she did not anticipate the need for a committee meeting in Graz.

### **Membership Committee (Carol Scott-Conner)**

Carol reported there were 33 new regular members with complete application (25 US and 8 international) plus 4 new associate members. There were also 9 incomplete applications. Kathy Anderson and Wayne Richenbacher, local AACA members, reviewed all of the applications. The list will be sent to Larry who will distribute it to other appropriate Council members.

### **Nominating Committee (Ben Atkins)**

Ben distributed a packet of candidate biographies. Proposed candidates for Clinician Councilor are Vid Persaud and Alan Richards. Bob DePhilip, Scott Lozanoff, Rustin Reeves, and Lynn Romrell were proposed for the two Basic Science Councilor positions that would be open under our old Bylaws. If the Revised Bylaws are approved by the membership, four (4) at-Large Councilors will be needed, and the above six candidates would be sufficient as neither the old or Revised Bylaws specify two (2) candidates are required for each position. This has been a desirable convention the Association has utilized. Names suggested for the Allied Health Special Councilor position were David Porta and Greg Smith, and John Dolph and Dean Fisher were suggested for Anatomical Services Special Councilor. Mike Casey and Tom Quinn were proposed as candidates for President-Elect, and both had expressed their willingness to run and serve. It was noted that if the Revised Bylaws were approved and Tom were elected, a new Treasurer would need to be appointed by the President with approval of the Council.

Larry called Council's attention to an updated list of Committees and their membership. This would become obsolete at the opening of the next Business Meeting, if the Revised Bylaws are approved by the membership. Dan Graney reminded Council that Todd Olson and Ronn Wade were elected Co-Chairs of the Anatomical Services Committee (formerly the Willed Body SIG) and Michael Godsey had been elected Secretary.

Anne Gilroy, Chair of the Career Development Committee (CDC) distributed her report on their symposium held at the Gainesville meeting, noting there were 38 attendees composed of early career professionals, mentors and non-mentors. A \$20 registration fee had to be initiated (\$25 late fee), and brochure costs were \$500. Since there were several ways to register for the Gainesville meeting, an accurate count had been difficult to obtain. Feedback on the symposium was excellent. She reported that many of the participants sought answers to career problems they had been experiencing. She pointed out the list of elected officers, and indicated the CDC did not want to be just the symposium planner, but more a service committee to provide career information for both new and older professional, and a repository for information for training programs, postgraduate courses and job opportunities, which would then be available on the website. She also indicated the CDC's interest in centralizing information on the availability of retired anatomists who might be available for teaching. Finally, she indicated the CDC likely would generate a poster type display for the Graz meeting, primarily to generate awareness of their committee and its mission. There were plans for a symposium in 2004 at St. Mary's.

## **COUNCILOR REPORTS**

### **Anne Agur**

No report

### **Mike Casey**

Mike referred to his prepared report, noting the Course Directors SIG did meet in Gainesville following the banquet to discuss issues of common concern. It was hoped that future meetings could obtain clinician input.

### **Geoff Guttman**

Geoff reported the AACA List serve Archives has been moved to Plymouth, and that the item test bank would also be moved in the coming year. Participation in the item test bank would require submission of 5 test items.

### **Jim Holsinger**

Jim reviewed the document entitled Member Financial Exigency Program. He and Tom Quinn had created the document, which outlines a mechanism to assist international members. The mechanism proposed would allow the monies donated by members to be tax deductible. Any amount could be donated via the dues notice. Larry commented that Council had recommended Ben Atkins, Sandy Marks, and Tom Quinn to serve as a review committee for this program at the after-meeting Council Meeting. Council approved inclusion of a place on the 2003 dues notice for this purpose. Dan Graney indicated his continuing hope that an AACA Endowment Fund would eventually be created.

### **Michael von Ludinghausen**

Absent – no report

**Rob Spinner**

No report

**OLD BUSINESS**

Mike Casey asked when a manuscript, suitable for publication, would begin as a requirement for a platform presentation. This requirement will begin at the 2004 Meeting at St. Mary's as specified in the Minutes of the Executive Council Meeting at Gainesville, under Program Secretary's Report (page 4). The logistics and deadlines of implementing this requirement between the Program Secretary and the Editor-in-Chief's offices still need to be formalized. Andreas would be contacted concerning the Presidential and two Student Awards. The \$1,500 award is for travel the next AACA meeting, at St. Mary's in 2004. The required manuscript for the Presidential Award must be received by Stephen Carmichael no later than June 1, 2003. A mechanism for judging the papers would be determined at the Graz Council meeting

**NEW BUSINESS**

No new business

There being no further business, the meeting was adjourned at 5:13 pm.

Respectfully submitted,  
Lawrence M. Ross, M.D., Ph.D.  
Secretary