

**Interim Council Meeting
Saturday, October 27, 2007
Hilton O'Hare, Chicago, IL**

Call to Order: 9:20 a.m.

Present: David Bolender, Stephen Carmichael, Sherry Downie, Thomas Gest, Noelle Granger, Brian MacPherson, Neil Norton, Todd Olson, David Porta, Tom Quinn, Rusty Reeves, Alan Richards, Larry Ross, Cristian Stefan.

Guests: Art Dalley, Julie Hewett

Absent: Greg Smith, Ronn Wade

Motion: The minutes of the Council Meeting of Saturday, June 16, 2007 be approved as amended/corrected. (Norton/Olson - *unanimous*).

PRESIDENT'S REPORT: (Larry Ross)

Larry initially informed Council of the action of Executive Council in asking Greg Smith to step up and complete the term of Program Secretary for Lynn Romrell whose health issues have prevented him from completing his third year in the office. Greg had magnanimously offered to fill in and had been promised the support of the other Executive Council members – as well as Julie Hewett. Larry also circulated a get well card around the table for Council to add their individual wishes to Lynn for continued progress in his recouperation. Due to previous commitments' Greg was unable to be in attendance at the Interim meeting.

- a. **Awards: Honored Member/Adkins Service:** After circulating the CVs for those individuals nominated for the 2008 Honored Member award, a vote was taken and Vid Persaud was selected as the 2008 Honored Member. Larry Ross would inform him the following week. It was also agreed that there would be no Benton Adkins Jr. Distinguished Service Award for 2008.
- b. **Presidential Speaker:** A number of names were put forward as suitable individuals for the 2008 Presidential Speaker. A motion selecting David Macauley was made (Gest/Olson – *unanimous*).
- c. **Blue Box Award:** Dr. Keith L. Moore, a founding member of the AACA and well-known anatomy textbook author, established an annual award for graduate and medical students - *the Keith and Marion Moore Blue Box Award*. The "blue boxes" are used in his textbooks as an indicator of clinical significance, and are very familiar to students worldwide. The award is for the best student paper published in *Clinical Anatomy* during a given calendar year/Journal volume. The award winner must be the first author on the paper. The award will consist of a plaque and a check for \$500. It is open to graduate and medical students, residents or interns, worldwide - even those who received their PhD or MD degree in the year that the paper is published. The student would be nominated by their supervisor or anatomy professor.

The award would be initiated in 2008 for the best student paper of Volume 20 of *Clinical Anatomy*. All information about the new award would be distributed to the membership via both list serves, the AACA web site and a modification of the submission page for *Clinical Anatomy* at *Manuscript Central*.

A *Blue Box Award Committee* of 3-5 AACA members will be appointed by the AACA President, with the Editor-in-Chief of *Clinical Anatomy* being Chair of the committee. The Award will not be presented in a year when no qualified student paper has been published. When an Award is given, it will be announced and presented at the Annual AACA Meeting Banquet. The committee for 2008 would be composed of: Stephen Carmichael, Chair, Carol Scott-Conner, Mark Holtermann, Tere Ma, and Dan Graney. The AACA Secretary would be involved in preparation of the plaque for the award.

Motion: *The Keith and Marion Moore Blue Box Award* competition be established and conducted annually by the criteria outlined in the description of the award (to be placed on the AACA web site) and as defined above. Quinn/Granger – *unanimous*.

- d. **Ad Hoc Committees:** Larry presented a full roster of ad hoc committee members for 2007-2008 – now posted/published on the AACA web site. He also put forward the report from the new ad hoc committee on anatomical terminology:

Here is an update regarding the Terminology Committee that we were asked to co-chair (Marios Loukas/R. Shane Tubbs). We have established a web page forum so that the members of the terminology committee will be able to login and discuss online their thoughts and findings. In this way, we will avoid sending multiple emails to each other (which can be misplaced, etc.) and more importantly, this will allow the AACA board to follow the progress of the committee. In addition, the members of the committee will be able to set up a time in the forum for simultaneous discussion. This web page was put together by us and will be up and running in the next 2-3 weeks. Currently, we are setting up the different working groups within the committee, for example: working group on the heart, working group on the brain, working group on the peripheral nervous system of the upper and lower limb, etc. Once the site is up and running, the members of the committee will be contacted to login and choose an appropriate working group and then determine a deadline for their findings. The committee will report to the President and President-elect their preliminary findings once available and these data will be submitted for presentation at the Toronto AACA meeting.

- e. **Analysis of the Annual Postgraduate Course:** There was some discussion on the nature and format of the postgraduate course following Anne Agur's suggestion in Las Vegas that Toronto's perhaps be a social event – a day tour to Niagara Falls. A possible questionnaire to the membership was discussed and it was decided that an ad hoc committee (Dalley, Scott-Conner, Hewett and Richards) be established to determine the fate of this part of the annual AACA meeting. Julie Hewett indicated this needed some attention as we'd have to have some decision for the planning of the upcoming Cleveland 2009 meeting.

- f. **Julie Hewett's Appointment:** Larry indicated that the AACA had entered into a preliminary relationship with Julie Hewett – a Certified Meeting Planner. Her contribution to pulling the Las Vegas meeting together had been critical. She would be assessing the organization and nature of our annual meeting before we ask her to provide a formalized proposal for her annual services. Council offered Julie a huge vote of appreciation for her efforts in the Las Vegas meeting.

- g. Fund Raisers:** Larry Reported that Lonie Salkowski had sent him a proposal for AACA polo shirts perhaps commemorating the upcoming 25th annual meeting. Council expressed an interest in having Lonie move forward with this proposal for the Toronto meeting.

Bob Acland had approached the Council with an offer of a 19 minute DVD on the surgical anatomy of the inguinal region. A second version had been edited based on comments from a review panel. He was interested in hearing how the AACA would distribute the product and offered all proceeds from its sale to the Association – giving the copyright to the AACA. Dave Bolender indicated that he would be interested in handling this project for the AACA.

Motion: Accept Bob Acland’s offer of copyright and distribution rights for the inguinal DVD project, and to move forward with planning for advertising and distributing the product. (Olson/Porta – *unanimous*).

EDITOR’S REPORT (Stephen Carmichael):

Submissions: As reported at the meeting in Henderson, the number of submissions was below the previous reporting period. However, by early July, the number of submissions had surpassed the previous reporting period. This makes 7 consecutive years of increased submissions. Our rejection rate remains about 67% of submitted manuscripts. From now on, I will plan to report submissions, acceptances, rejections, and related data for the previous volume (calendar year) at our annual meeting. Two advantages of reporting this way are:

- There will be a more consistent reporting period (12 months).
- The data are easier to gather from a single volume.

Backlog: Due to increasing our page budget/issue (from 80 to 130) and re-formatting published articles (resulting in more articles published per number of pages), we have virtually eliminated our backlog. In the past, we have had a backlog of as many as 6 issues. Also, publishing on line with a DOI has helped. I think that our authors are pleased (because I don’t receive complaints!).

Federative International Committee for Scientific Publications (FICSP), a committee of the International Federation of Anatomical Associations (IFAA)

David Brynmor Thomas (President, IFAA) and Bernard Moxham (Secretary General, IFAA) asked me to form FICSP. The purpose of FICSP is to create a common forum for editors of journals that are sponsored by IFAA member associations. I have asked the following people, and they have accepted, to serve on this Committee:

Kurt H. Albertine, Editor-in-Chief, **Anatomical Record**

Richard Drake and Wojciech Pawlina, Editors-in-Chief, **Anatomical Sciences Education**

Fabrice M. Duparc, Editor-in-Chief, **Surgical and Radiologic Anatomy**

Beverly Kramer, Editor, **The Plexus**

Gillian Morriss-Kay, Editor-in-Chief, **Journal of Anatomy**

Gary C. Schoenwolf, Editor-in-Chief, **Developmental Dynamics**

Shohei Yamashina, Editor-in-Chief, **Anatomical Science International** (Japan)

There will be a meeting of the IFAA Executive Committee on 1 December. The AAA has agreed to fund this trip and my participation in the meeting.

Editor's guest: As you know, the Editor usually hosts a guest at our annual meeting. Stuart McDonald was to be my guest in Henderson, but he had to cancel at the last minute. Fabrice Duparc has accepted my invitation to be my guest at the meeting in Toronto.

On a related note, I have been in communication with John Basmajian, and he may be joining us in Toronto as well.

Another new clinical anatomy journal: "ANATOMY, International Journal of Experimental and Clinical Anatomy," which will be published as the official publication of the Turkish Society of Anatomy and Clinical Anatomy. The language of the journal will be English and initially it will be printed once a year. The journal will contain both electronic and printed versions. I (and others) have been invited to join their "scientific advisory board." In the spirit of international cooperation, I have accepted this invitation. How will this impact Clinical Anatomy?

SECRETARY'S and WEB MASTER REPORT (Brian MacPherson)

The Secretary has finalized the various correspondences for the Las Vegas meeting – both for organizers as well as student award winners. Certificates for all awards had been mailed. The web site had been updated to reflect changes in Council and all AACA Committees. Electronic submission addresses had also been changed in the various on-line forms. All membership Certificates are up to date. New members also get an AACA luggage tag.

In concert with Neil Norton, the 2008 call for Dues is scheduled go out in November - before the end of this year – moving our financial year from January 1 through December 31. This will primarily aid in the ease of dealing with Wiley and *Clinical Anatomy* subscriptions – although it is important to note that they have always accommodated our activities to the best of their abilities.

He had spoken with Greg Smith numerous times offering any assistance with the Program Secretary's office in light of his stepping in to complete Lynn Romrell's term in the office. An agreement had been made to try and get things up and running as soon as possible in keeping with Anne Agur's request for information on the Toronto meeting be posted early for any European potential attendees.

TREASURER'S REPORT (Neil Norton)

Neil presented an electronic version of the AACA budget for 2007 and an extrapolation into 2008. Things looked healthy but it is obvious that our health rides decidedly upon the success of our annual meeting. With this in mind, a discussion on raising dues was undertaken. After some debate, it was decided to put off raising the dues. AAA has not raised their dues and we have had negligible member contact about the cost of our annual meeting registration fees – often paid by the member's home institution, while annual dues are often the member's responsibility. It was decided to leave the annual dues at their current \$125 level for regular (active) members.

The Treasurer strongly suggested having the donation categories "personalized" on the Call for Dues as well as the AACA web site so that any donations could be made to specific "named" awards. He would do this on the 2008 Call for Dues.

Discussion ensued on a differential fee structure for meeting registration for paid-up and non-paid members. It was decided that anyone whose membership dues were not paid when their submitted their meeting registration fees should pay the “non-member” fee – thus encouraging members to get their dues in order prior to the annual meetings (typically June/July of each year).

The generosity of Ruth Adkins, and now Bob Acland might be the beginning of a new revenue stream we have not dealt with in the AACCA before. After potential ideas for enhancing this path, the following motion was made:

Motion: To nominate David Bolender to establish a committee to investigate/initiate ways to commercialize/distribute Bob Acland’s Inguinal Region DVD. (Carmichael/Porta – *unanimous*)

Two additional issues were brought to Council’s attention by the Treasurer. The first dealt with an issue that Lynn Romrell had raised – the eligibility of individuals to compete in student awards of the AACCA when they were not student members. One way to encourage this would be to raise student (associate) meeting registration fees by \$30 thus providing them with a one year membership – done by some associations.

Motion: That student presentation awards be restricted to AACCA associate (student/intern /resident) members. (Richards/Reeves – *unanimous*)

The second issue was raised by the Secretary. The fact that seniors were being provided with a copy of the journal for their annual membership fee of \$75. This means that the Association is subsidizing each of these individuals by approximately \$30 – something we were no longer doing for our associate (student) members – having given them electronic access only for their annual fee of \$30.

Motion: That seniors have the option of choosing their annual dues rate of \$30 for electronic access to the journal or \$105 for hard copy version. (Norton/Porta – *unanimous*)

** This would be contingent on Stephen Carmichael’s getting approval from Wiley for this. The Treasurer would supply member numbers involved in this to Dr. Carmichael prior to his approaching Wiley with this issue.

PROGRAM SECRETARY (Brian MacPherson for Lynn Romrell/Greg Smith)

For the 24th annual meeting of the AACCA, an additional platform session was added, providing a total of 34 slots for the platform presentations. This was done to avoid the use of concurrent sessions which members of the society have indicated they wish to avoid.

Total Presentations:

34 Platform
80 Poster
8 TechFair

(122 Abstracts; compared to 141 in 2006)

Number of requests for Award Consideration:

10 The Ralph Ger Student Platform Presentation Award
21 The Sandy C. Marks Jr. Student Poster Presentation Award

With the departure of Lynn Romrell and the appointment of Greg Smith as Program Secretary, the Program Committee for 2008 Meeting was being altered to include:

Program Secretary	Greg Smith, Chair
Appointee (Prog. Sec.)	Tere Ma
Appointee (Prog. Sec.)	Todd Olson
Appointee (Prog. Sec.)	Rick Drake
Appointee (Prog. Sec.)	Brian MacPherson
Local-host AACA Member	Anne Agur
President	Larry Ross
Chair, Ed. Affairs Comm. <i>ex officio</i>	Cristian Stefan
Chair, Career Development Committee, <i>ex officio</i>	Anne Gilroy
Chair, Anat. Serv. Comm. <i>ex officio</i>	Leon Martino/Brandi Schmitt
Meeting Manager <i>ex officio</i>	Art Dalley
Meeting Manager <i>ex officio</i>	Julie Hewett

Lynn's Administrative Assistant, Lisa Booher, had apparently shipped Greg a CD of documents, etc. for Program Secretary.

FUTURE MEETINGS (Dalley/Hewett)

It was noted that the room block at the Delta Chelsea had been reduced. The Las Vegas numbers were 959 room nights and we had requested 800 so that had been reduced to 585.

A lengthy discussion developed around what the University of Toronto CME was doing for their relatively large administrative fee – particularly in light of our having the services of Julie Hewett. Both Art and Julie felt that there had been little follow through/up by the CME. We had a short window of opportunity to walk away from the contract with little, if any, financial responsibility.

Motion: To void the contract with the University of Toronto CME and put the 2008 meeting in hands of Julie Hewett (Bolender/Porta). The motion was amended to read “pending availability of, and access to space at the Delta Chelsea”. (*unanimous*)

Art reported that Anne had taken the request of the Association – maintaining the Postgraduate Course – made at the Las Vegas meeting - and decided that it would be a surgical skills-focused event – dealing with the hand.

Julie reported that the facility in Cleveland needed a signed copy of the contract to move ahead. She would ensure this was done within the next couple of weeks.

The ad hoc committee to investigate replacing the 2010 joint AACA/BACA meeting gave their report. Dave Bolender had prepared an extensive report on the feasibility of holding our meeting with AAA and had potential schedules etc. for review. There was also a letter from Scott Lozanoff (University of Hawaii) indicating his availability to help organize a regional meeting of anatomical associations in Hawaii. The potential for meeting with/close to the International Plastination Society also existed.

Motion: That the President inform BACA that we planned to discontinue the reciprocal joint meeting arrangement on the typical five year basis. (Olson/Porta – *unanimous*)

Motion: Accept Scott Lozanoff’s invitation to Hawaii in 2010 and begin to work out the details – both facility-wise as well as the participant associations. (MacPherson/Reeves – *unanimous*)

COMMITTEE REPORTS

A. Anatomical Services Committee (Martino/Schmidt): The Anatomical Services Committee had met in Baltimore on September 22, 2007 Members present were: Jon Jackson, University of North Dakota; Ronn Wade, University of Maryland; Leon Martino, Albany University; Dean Fisher, Mayo Clinic and Brandi Schmidt, University system of California.

Planning of the Anatomical Services Meeting in Toronto for 2008.

Poster Session will be focusing on Memorial Services

Symposia- “Innovations in Anatomical Materials Education”

- a.) **Dave Porta**- trauma related surgery
- b.) **Mayo Clinic**- using CT in 1st year teaching of Gross Anatomy
- c.) **Richard Drake**- using fresh cadavers to teach 1st year Gross Anatomy
- d.) Medtronics

Best Practices Protocol: was in it’s close to final draft following 10/29/06 revisions (accepted by KS 4/4/07); revisions after 6/20/07 AACA meeting and the 9/22/07 revisions.

Best Practices for the use of Anatomical Materials

Informed Consent

- Donation forms shall include full disclosure of all uses as well as a description of the disposition.
- Institutions that transfer donations to other facilities shall disclose this possibility in the donor consent form.
- Donations shall conform to local and state law- only those with the right to donate remains may sign donation forms. Institutions may impose stricter regulations but shall not be less stringent than local and state law. Each institution shall have a governing body that holds a person or committee accountable in knowing and following the laws of that state.
- Plastination consent requires it’s own exclusionary statement on each donation form.
- Donation forms shall be properly executed according to State and local laws and should be witnessed or notarized, accordingly.

Institutional Oversight

- Donor programs shall include a defined reporting structure to the governing body that provides oversight within the educational institution.
- Donor programs shall include a designated individual who is responsible for administration and management of program operations.
- Donor program staff shall be sufficient to allow for appropriate separation of duties.
- Donor programs shall be subject to institutional review on an annual basis.

Transfer/Allocation/Use

- Priority of use shall be established to serve institutional needs and educational affiliates.

- Use of anatomical materials shall be defined by donor programs governing body and agreed to in writing via a formal documentation process between the respective parties.
- Documentation shall detail all users for all purposes.
- Documentation as required by state and local law and including chain of custody documentation shall accompany all anatomical materials being transferred through to final disposition.
- Screening procedures shall be put in place to mitigate potentially infectious cases from coming into donor programs.
- Institutions that transfer anatomical materials shall require (discussion on this point: some people questioned the legality of this phrase) that receiving entities/end users meet donor program requirements.
- End users shall not transfer anatomical material without the authorization of the original donor program.
- Facilities shall comply with state and local regulations governing biological, pathological and chemical laboratory requirements.
- (It was recommended that this phrase be positive. All human anatomical materials shall be used in an appropriate venue. Public venues or non-laboratory areas are prohibited.
- Facilities for use shall be reasonably secured from unauthorized access.
- All faculty, staff, students, and other participants shall be trained in blood borne pathogens and chemical safety requirements.

Transportation

- Transportation of anatomical materials shall occur in accordance with state and local law.
- The transferring institution shall require (may have legal problems with this phrase) an appropriate method of transportation. Some thought this should be more specific and include FTC funeral rules.
- Shipment of anatomical materials shall occur according to state and federal laws and regulations.
- Donor programs shall provide a full disclosure of contents to shipper and adhere to the shippers' protocol.
- Transit paperwork shall be present and accompany all anatomical materials in transit.

Tracking

- Tracking processes shall include initial evaluation, preparation methodologies, storage location, allocation/transfer or use of any kind, transportation, return and disposition.
- Electronic and hard copy records tracking methodologies shall be employed.
- Anatomical material shall be sent with an identification system. This identification and/or device id shall be affixed or attached to the specimen throughout its use and upon its return to the donor program.

Disposition

- Disposition shall be determined by the donor program in compliance with federal, state and local regulations for disposal of human remains, medical materials or other applicable regulations.
- Proper documentation of the final disposition shall be included in the donor records.

Statement on Body Exhibits

The AACA supports the education of the general public through the display of human anatomical materials, provided those materials have been legally and ethically obtained. The displaying venue should comply with federal, state, and local laws and regulations on public health and safety.

The public display of these materials should be dignified, respectful, and fulfill a stated scientific educational objective. The study of human anatomy for the purpose of improving the human condition, benefits us all.

I. Uniform Anatomical Gift Act

The committee felt that since the UAGA has become a document that supports federal organ donation, each state should address the laws and regulations of their state to address loopholes that allow body brokers to operate. Dean shared with other committee members the statutes of Minnesota law in 149A.

II. Use of Venue by Industry Form

Only 8 forms have been returned to Dean so far, so the committee agreed that we will do a mass mailing to AACA members that want to participate in this program. Dean will write a cover letter to go with the mailing, and Leon agreed to mail through his program.

Motion: To accept the Anatomical Services Committee Report (Reeves/Porta - *unanimous*)

B. Bylaws Committee (Cleary): Nothing additional had been received from the committee as the Secretary had not communicated with Dr. Cleary about their report due to the very rapid examination of his committee's work at the Las Vegas meeting – and we were rapidly running out of time again today. It was decided that Dr. Cleary should be asked to attend Council in Toronto and present his report and listen directly to Council's input.

C. Career Development Committee (Anne Gilroy): Events held at the annual meeting in Henderson, NV:

Mentor Social: This pre-conference event was well attended by young anatomists and AACA mentors. Once again anatomy texts and atlases donated by our publishing sponsors were raffled off to the new anatomists.

CDC Symposium

Due to scheduling changes at this year's meeting, the symposium "Writing constructive reviews of scientific work: what are the editors' expectations?" was held on Monday evening during the conference week instead of as a pre-conference activity. It was also shortened from the usual 2-3 hour program to an hour and a half. These changes seemed to be well received as the event was well attended by the general membership.

Student awards

The CDC was once again responsible for recruiting judges and coordinating the judging process for the Sandy C. Marks Student Poster Presentation Award and Ralph Ger Student Platform Presentation Award. This year 21 posters and 11 presentations were eligible for consideration. Although only one platform award was presented, posters awards were presented in three areas: basic science, clinical anatomy and educational research. Each award was \$600 and included a one-year subscription to the journal.

Summary of SIG meeting – June 2007

Ideas for next year's meeting in Toronto were discussed. Proposed changes may include:
-A book signing at the Mentor Reception by authors of books that are donated for the raffle.
-Recruiting a local young anatomist to act as liaison to facilitate CDC event planning and serving as contact for visiting young anatomists. Soo Kim in Toronto has volunteered to serve in this role for the 2008 meeting.

Proposal for annual CDC symposia

Although the current bylaws allow that the CDC hold a symposium every other year, it is the recommendation of the committee that this be revised to once again allow the option of scheduling this as an annual event. The program, usually held as a pre-conference activity but as an evening activity in 2007, does not interfere with the scheduling of other conference events and in its new shorter format is able to explore more focused topics on career development that are of interest to various subpopulations of the membership.

Motion: To accept the Career Development Committee Report (Reeves/Bolender - *unanimous*)

D. Educational Affairs Committee (Cristian Stefan): The general theme for the Educational Affairs activities at the meeting in Las Vegas, June 2007, focused on educational technology. Activities in this respect were initiated during the AACA annual meeting in Milwaukee, July 2006. The report of the Educational Affairs Committee that was presented at the Interim Executive Council Meeting in Chicago on October 14, 2006 confirms the advanced planning (pages 6-7 of the above-mentioned document).

The Educational Affairs Symposium was held at the Touro University School of Osteopathic Medicine, Nevada on Tuesday afternoon and consisted of workshops at four simultaneous stations. A fifth station was supposed to be staffed by Wayne Lambert, who agreed with the proposal in July 2006 and offered a topic at that time and then excused himself from this task on May 10, 2007. The four stations are listed below:

Drs. Wojciech Pawlina & Cristian Stefan: Teaching With the Audience Response System

Dr. Don Hilbenik: Games

Dr. Geoff Guttman: Clinical Discussions and Portfolio Design

Dr. Bob Trelease: Podcasting

Each presentation was given three times; therefore the participants had the option of attending three out of the four topics. These demonstrations were received in general with interest by the participants. The session about Teaching with the Audience Response System was particularly well attended and received. However, one problem was related to reservation/allocation of space. Despite the fact that the plans for these workshops were made and communicated long time in advance (at least nine months before the actual event), an inadequate reservation of space impacted negatively the other three presentations (listed above), which were hosted in the same, not large enough, room. This was part of several deficiencies and lapses in communication between the program secretary and the local organizers.

It is also to be mentioned that plans were made in advance to use an audience response system during the entire meeting, in order to stimulate the members' active participation. C. Stefan discussed with representatives from TurningPoint (a company producing one of the most used audience response systems) about the possibility of TurningPoint having a booth at our meeting and allowing us to use their equipment. The company's position was positive. Moreover they were strongly considering providing us with the equipment during the meeting at no cost or obligation for AACA. The proposal was discussed with members of the Educational Affairs Committee and presented to the local organizer. In February, C. Stefan sent an update by e-mail in this respect to G. Guttman, L. Romrell, W. Pawlina, J. Brueckner, T. Ma and B. MacPherson followed by a series of e-mails addressing the same matter. Unfortunately the local organizer was not receptive and this opportunity was lost. Please note that C. Stefan conducted similar discussions with TurningPoint for the IAMSE meeting in July 2007 and they materialized in

having a TurningPoint booth at the IAMSE meeting and allowing the free use of their equipment for a special session, which was well received.

The speaker for the Educational Affairs Presentation was Dr. Robert Stephenson, one of the founders of OneCourse.org, the Harvey Project, and instructional technology for physiology. Dr. Stephenson was among several individuals who were proposed by Dr. Guttman, Co-chair of the Educational Affairs Committee, to deliver the talk. These individuals were considered, selected, and contacted for this task. The first five individuals on the list expressed their unavailability to attend our meeting. As a result of a multifactor process that should have worked better, we ended up with Dr. Stephenson as the speaker. Despite his recorded achievements, the speaker's performance was below expectations.

The Breakfast Roundtables session of Wednesday morning was organized around four tables: two tables that addressed educational technology, another table anatomical education in the dental schools, and another table writing USMLE-style questions. The event was moderately attended, however better than at the previous meetings in New York and Milwaukee when only a few participants were present. Elections followed. Several candidates were proposed to be selected as new members of the committee and, after a secret voting was conducted, two of them were elected: Lonnie Salkowski and Wayne Lambert. They joined C. Stefan, Geoff Guttman, and Emily MacDuffy on the Educational Affairs Committee for the next term.

Following the meeting and in the spirit of working as a group in planning and achieving further goals, C. Stefan, Chair of the Educational Affairs Committee, sent an e-mail to the members of the committee, cc to Drs. Lawrence, MacPherson, Olson and Quinn, on August 15, 2007. The message is copied below.

"Dear Members of the Educational Affairs Committee,

We are already at the middle of August, which means that vacations, most meetings, summer courses, and other summer activities are most likely over and the new semester/courses most likely started (although a few schools will start the semester after Labor Day).

It is a good time to start planning together for the current term, planning which will include the preparation for the next AACCA meeting but will not be limited to this event. We need to explore ways in which our committee could make a visible impact on the current activities within our association and beyond it. I welcome initial ideas and proposals from the committee members, to be submitted by e-mail until September 5. They should be in a concise format, explaining the purpose, the reason why they should be considered as both innovative and important, and also an estimate of what resources (including time, equipment, people) would be needed to develop them. We will discuss, prioritize, and assemble them in themes/topics and then seek additional input from others according to their areas of expertise and their interest in contributing to these projects. This should be accomplished by September 14, which will give us a good start and also allow us to present our clear proposals in a timely manner at the Council Interim Meeting in October.

I am looking forward with interest and confidence to working together in this important area of development for our association.

With best regards,

Cristian"

Dr. Guttman was the only member of the committee who responded to this message accordingly.

Blueprints for the next year, including the next AACA meeting include:

- Continuing to attempt to work as a group.
- Collaborating closely with other members of the Council and AACA members at large in preparing effective and appealing educational activities at the next meeting.
- Good communication with the new program secretary.
- After consultations with Drs. MacPherson and Guttman, it was considered in the best interest of the organization to go ahead and retain Dr. Wayne Weston as the speaker for the next year. Dr. Weston was contacted/invited by Dr. Guttman in this respect immediately after the AACA meeting in Nevada.
- Dr. Wayne Weston is an academic family physician and Professor Emeritus in family Medicine at the U. of Western Ontario. According to Dr. Guttman., his travel expenses would be minimal. In addition to professionalism and patient-centered medicine, he has a special interest in deep learning.
- The session in the afternoon would primarily focus on material related to the same topic of professionalism with continuation between the preclinical to the clinical years. The membership will be asked to contribute short examples/scenarios of appropriate/inappropriate behavior, which will be selected in advance, presented and discussed during the workshop.
- The idea of splitting the session in the afternoon to devote enough time to another topic or topics is less feasible due to the fact that time allocated to the symposium may be only 90 minutes instead of 2 hours.
- Hopefully, we will be able to have TurningPoint as an exhibitor at this meeting and they will agree to provide the equipment for demonstrations at no cost. C. Stefan will continue to work towards this goal. The use of the system will increase the interactive nature of the sessions and add an element of novelty for many participants.
- Exploring the feasibility of grouping the posters under topics (conceptual and functional rather than based on the region of the body) and devoting “capsules of time” to brief reviews of each topic.
- Introducing a mini-session about unusual and effective ways of teaching, which could vary from one example to an entire lecture or approach. Such ideas/results will be solicited from the membership in advanced, selected (if too many) and posted for discussions.
- Involving Dr. Kenneth Jones informatics interest group to lead one of the roundtable discussions.
- Include a roundtable (or other format) for Wayne Lambert for a presentation regarding the use of “Breeze” application to package educational material and place it on the web.
- Early dissemination of what membership should expect at the meeting.
- Proposals for the Educational Affairs program for the 2009 meeting should be collected and analyzed before the 2008 meeting, so membership could be informed about the general topic(s) to be addressed at the following meeting. Focus on team-based learning seems appropriate for the 2009 meeting, to be further discussed.

Motion: That the Educational Affairs Committee report be accepted as submitted.
(MacPherson/Porta – *unanimous*).

Dr. Olson commented that the AAA already planned the educational sessions for 2009 and that presenter from AAA should be invited to talk at the AACA meetings. However, looking over the topics selected for the 2009 AAA meeting, it appeared that many of them were already incorporated in the AACA Educational Affairs activities over the last few years; therefore AACA has been a step ahead in addressing topics of interest or innovative approaches. One

example was the use of movies in anatomical education, scheduled for the AAA meeting in 2009 – covered previously at the 2006 AACA meeting. It was determined that optimal collaboration between the AAA and AACA required interaction between the two committees. In addition, it should be noted that AAA assigns funding for its educational symposia, while AACA has no such funding aside from that for the EAC symposium speaker. We rely more on those individuals that we know routinely attend AACA meetings for the various EAC activities.

E. Financial Affairs Committee (Sherry Downie): While the Treasurer’s report stood for this committee’s report, it was noted that the Committee felt that the Treasurer should be an ex officio member of all future Program Committees. *This would require a bylaw change.*

Motion: The Treasurer be an ex officio member of all future AACA Program Committees.
(Olson/Downie – unanimous).

F. Membership Committee (Todd Olson): The Committee (Olson, Quinn and Reeves) met that morning prior to the Interim Council Meeting and the Chair presented Council now with the following:

Total applications pending as of October 27, 2007 = 40 (regular-34; Associate-5; Reapplication-1). Of these, 15 were complete; 12 were incomplete and 13 had only submitted their application. Total number of new members approved was 15 (13 Regular and 2 Associate members).

Motion: To accept the Membership Committee Report (MacPherson/Porta - *unanimous*)

COUNCILOR REPORTS

Alan Richards indicated he was working on a major concern for anatomical education.

Noelle Granger mentioned that “Bodies – The Exhibit” was a concern in North Carolina as there were no regulations on the use of plastinated bodies. Legislation in North Carolina was to involve the companies providing information on donor bodies displayed.

OLD BUSINESS

Policy and Procedure Document (Larry Ross): The document was now currently up to date with the addition of the description of the Marion and Keith Moore Blue Box Award. It was noted that item 3 should be removed – *Revenue Sharing of AACA/BACA Joint Meetings* – in light of the motion approved at today’s meeting – discontinuing future joint meetings

Motion for adjournment was at 4:25 p.m. (Downie/Stefan – *unanimous*).

Respectfully submitted

Brian R. MacPherson, PhD
Secretary