



Minutes
AACA Interim Council Meeting
Saturday, October 23, 2010
O'Hare Hilton – Chicago IL



In Attendance: Anne Agur, Brion Benninger, David Bolender, Tom Gest, Wayne Lambert, Carol Lomneth, Brian MacPherson, Neil Norton, Todd Olson, David Porta, Rusty Reeves, Larry Ross, Brandi Schmitt, Mark Seifert, and Shane Tubbs.

By Telephone: Sherry Downie and Noelle Granger.

Absent: Stephen Carmichael.

CALL TO ORDER: 8:55 a.m.

1. **APPROVE AGENDA .** Approved by unanimous consent.
2. **APPROVAL of MINUTES.** The minutes of the September 14th Executive Committee Teleconference, the October 12th Executive Committee Teleconference, the July 19th Council meeting in Hawaii and the July 23rd Council meeting in Hawaii Council Meeting were approved by consent as amended.

3. COMMITTEE REPORTS

- a. **Bylaws** (Carol Lomneth): Carol reported that the Committee had met twice since Hawaii. They had reviewed the typos and inconsistencies in the newly approved minutes. They were insignificant enough that the redacted bylaws were now ready for posting and did not need further/additional approval by the membership. Todd Olson asked Council to vote on some required changes in Standing Rules and Procedures – those internal policies for doing business as the AACA.

Rule 1: Anne Agur, Larry Ross and Carol Lomneth would work on defining the term “support” by the home institution/department for offices of Association Secretary, Treasurer and Program Secretary.

Rule 2: A.

Motion: The AACA membership list will not be distributed. Passed unanimously

Rule 2: C.

Motion: Create an opt-out option at registration for not including a member’s email address for vendors and implement it. (Failed 1:10)

Motion: To include a disclaimer for members informing them that specific information on their registration form would be passed along to meeting vendors. (Carried 10:1)

Rule 8: C. Blue Box Award.

Motion: That papers published in *Anatomical Science Educators* (ASE) not be included for consideration of the annual award. (Carried by consensus)

- b. **Clinical Usage of Anatomical Terminology** (Sherry Downie by 📞): They had met with the Bylaws Committee where it was decided it would be best if their committee drafted the description for the bylaws and send it to the Bylaws Committee by February. Sherry and Rick Swartz were working on this.
- c. **Nominating** (Sherry Downie by 📞): The committee had met via teleconferences and a Members-Only listserv message had gone out soliciting nominations from the membership. For the 2011 election the committee would like 2 nominations for each office of President-Elect, Association Secretary and Allied Health Councilor. They were looking for 5 nominations for the two Councilor-at-Large positions. Committee was being mindful to incorporate newer members that were eager to contribute to the Association.
- d. **Journal** (Larry Ross/Shane Tubbs)

Committee Chair's Report (Larry Ross): The committee had met in Chicago the previous evening. Only the EIC (Stephen Carmichael) and the BACA representative (Heiki Whittet) were not in attendance. The points listed below were discussed:

- More active participation of the BACA was being requested/desired
- They had heard that the current EIC was thinking of running for a Council position in 2011. This would necessitate a more rapid search and selection for a new EIC.
- The EIC and Wiley were examining the possibility of offering an electronic-only subscription to *Clinical Anatomy* for members of the Anatomical Society of Ireland and Great Britain.
- Wiley to date has still not received a BACA-signed, or unsigned, copy of the current EIC agreement.
- Larry was asked to craft a message for distribution via the Members-Only listserv asking members to consider *Clinical Anatomy* as their publication venue.
- The EIC recruitment strategy and advertisement for the position were under development.

Editor's Report (Shane Tubbs): The Powerpoint presentation compiled by the EIC for delivery by Shane is attached to the electronic copy of the minutes. It was noted by Council that no budget had been submitted by the Editor's Office for the journal. It was also noted that the split of the AACA from ASE that it is now a good idea to send education-related papers to *Clinical Anatomy*. The web site page should also reflect this.

- e. **Financial Affairs** (Neil Norton) This report would be include information from the Treasurer's Report. The full Powerpoint presentation on the Association's financial standing and projected budget for 2011 is attached to the electronic copy of the minutes.

A lengthy discussion of the pros and cons of raising Association dues ensued. One item that did get universal consent was increasing the fees for seniors who requested a hard copy of the journal to the current cost of the journal (\$110). Senior electronic - with electronic access to the journal at \$30 was already an option as was Senior with no journal at \$0.

Motion: The dues structure remain unchanged, except for the increase of senior (hard copy journal) to \$110. The Journal Committee was instructed to discuss with Wiley during the upcoming contract renewal the possibility of reduced electronic access to CA for regular members – if desired. (Olson/Norton - carried 9:2)

Motion: To approve the Treasurer's proposed budget for 2011 (Olson/MacPherson – unanimous).

Motion: To defer discussion and vote on Somes Guha's endowment proposal until later via a full Council teleconference (Ross/Benninger – unanimous).

- f. **Membership** (Anne Agur): As chair of the Membership Committee, Anne reported that since the annual meeting in Hawaii 35 new members had been admitted to the Association – 20 regular and 15 associate.
- g. **Professional Association Management** (Noelle Granger by ☎): Noelle had temporarily taken over the chair duties of the committee as Art is overloaded. There had been significant discussion on exactly which activities of the Secretary and Treasurer's duties would be turned over to a PAM consultant. The committee would be creating a survey asking what duties be turned over and draft a document outlining the responsibilities of a PAM within the AACCA.
- h. **Meeting Oversight & Program Planning** (Mark Seifert): A thorough Program Secretary and Meeting Manager's report was presented and is attached to the electronic copy of the minutes.

Motion: That the AACCA move to Wild Apricot as a meeting management software and utilize authorize.net as the electronic fund-handling component . (Norton/MacPherson – *unanimous*).

Hawaii Meeting: A thorough analysis of the meeting demographics was included in the attached report.

Columbus (2011) Meeting: The committee has met at least once since Hawaii. The postgraduate course is now firmly planned. Ken Jones and Greg Smith had prepared a brief summary for early information about the meeting. With the approval of Wild Apricot as the meeting management software, the 2011 meeting site would be assemble and quickly take off. Each Committee Chair would be asked for a 100 word summary for each session to post on the meeting site.

Grenada (2012) Meeting: Bob DePhilip had accepted the position as meeting chair for this meeting.

Denver (2013) Meeting: An RFP would be sent to Denver hotels and mountain resorts

by July with a site visit planned for early in 2012.

- i. **Career Development** (Brion Benninger): A copy of the committee report is attached to the electronic copy of the minutes.

Todd suggested that the SIG Chairs meet more regularly by teleconference just to stay in touch and be aware of each other's committee activities and plans.

- j. **Educational Affairs** (Tom Gest): Tom reported that their committee was all ready for the Columbus meeting and were already discussing potential Grenada activities.
- k. **Anatomical Services** (Brandi Schmitt): A copy of the committee report is attached to the electronic copy of the minutes.

4. **ASSOCIATION SECRETARY'S REPORT** (Brian MacPherson): All meeting-related certificates have been mailed and the Members-Only listserv repopulated with a new list of members.
5. **WEBMASTER'S REPORT** (Brian MacPherson): The impact of the new Wild Apricot software would be assessed as it came on-line as well as it's potential to handle the entire AACA site. Dr. Aftab Merchant is lined up to be the new Web Master once the dust settles on the new meeting management software incorporation.
6. **PRESIDENT'S REPORT** (Todd Olson): Todd reported that there was one more Standing Rule to look at – the one covering addition of individuals to committees/standing committees approved by Council. In addition, he noted that ad hoc committees die with the passage of that President leaving office.

Candidates for 2011 Honorary member were presented by the Secretary. After some discussion it was approved by consensus that Harold Ellis would be the Honored Member for 2011.

It was also approved by consensus that as a result of her extensive commitment to the AACA that Carol Scott-Conner would be the 2011 R. Benton Adkins Distinguished Service Award recipient.

There was some discussion with regard to the annual Presidential Speaker at the annual meeting. Typically the individual was chosen by the President to speak on something relevant. In Columbus, Todd would give a State of the Association address to mark the end of his two years of service. This would occur right before the Business Meeting.

7. **OLD BUSINESS** – Larry Ross reminded Council that he still had a number of boxes of old Secretarial papers, membership files etc. It was decided by consensus that Larry should work his way through the boxes and have what didn't look like it needed to be retained, shredded. We now no longer retain the application documents of members and/or their CV – and if we did, electronic archiving is a better space-saving way of doing this.
8. **NEW BUSINESS** – none reported

ADJOURNMENT: 4:50 p.m.

Respectfully submitted

Brian R. MacPherson, PhD
Association Secretary