



Agenda – 2017 AACA Council Meeting

Monday, July 17, 2017
Crystal Lake – Fourth Floor
Minneapolis City Center
Minneapolis, Minnesota

Council Members Present: Stephen Carmichael, Alan Detton, Philip Fabrizio, Tom Gest, Anne Gilroy, H. Wayne Lambert, Lisa Lee, Marios Loukas, Brian MacPherson, Angela McArthur, Neil Norton, David Porta, Rob Spinner, Peter Ward, Caitlin Hyatt (*ex officio*), and Shane Tubbs (*ex officio*).

Council Members Absent: Anthony D’Antoni,

Guests Present: None

CALL TO ORDER: 9:06 a.m. CST

1. **CALL to ORDER & APPROVE AGENDA**----- 9:06 a.m.
Neil and Wayne distributed the agenda prior to the meeting, and an addition to the agenda included Anne Gilroy sharing the work of the *ad hoc* Legacy Committee under New Business. With this addition, the agenda was approved by general consent at 9:08 a.m.
2. **APPROVAL of MINUTES** ----- 9:11 a.m.
Wayne distributed the minutes to Council from the 2016 AACA Interim Council meeting in Chicago, IL. Two corrections for these minutes were given, and Neil informed Council that the minutes are a living document that can be changed at any time. With these corrections, the minutes were approved at 9:11 a.m.
3. **PRESIDENT’S REPORT** (Neil Norton) ----- 9:12 a.m.
 - i. **Election Results** – Neil listed the results of the 2017 election in which the AACA Membership elected the following members to Council: H. Wayne Lambert as President-Elect, Peter Ward as Association Secretary, Philip Fabrizio as Allied Health - Special Councilor, and the two Councilor-at-Large members were elected, including Anthony D’Antoni and Alan Richards. Philip Fabrizio and Anthony D’Antoni were re-elected to their positions. To fill the remainder of Peter Ward’s Councilor-at-Large position after he becomes Association Secretary, the Council unanimously voted for Lisa Lee to fill Peter’s Councilor-at-Large position.
 - ii. **2017 AACA Awards** – Neil announced the winners of the 2017 awards, including the R. Benton Adkins, Jr. Service Award to Ronn Wade and the 2017 AACA Honored Member to James “Jim” Collins. Neil briefly highlighted the impact of both members to our Association, and he mentioned, that due to health concerns, Dr. Collins will be unable to attend the meeting. Council members discussed changes to the opening session where Dr. Collins was scheduled to speak, and it was determined that we will have a card for members to sign and try to make a video collage for Dr. Collins during this meeting.
 - iii. **Wiley Publishing Agreement Extension** – Neil shared that the AACA received \$550,000 to extend the publishing agreement with Wiley to publish *Clinical Anatomy*. He discussed the specific details of finalizing the contract, while praising the work of Jinnie Kim, Shane Tubbs, and Stephen Carmichael for their help throughout the process.

The AACA, BACA, and Wiley now have a journal contract for the next 10 years. Most importantly, this contract can be changed in the future.

- iv. **2016 AACA Regional Meeting in Chapel Hill** – Neil reiterated that Kurt Gilliland ran a great AACA regional meeting in Chapel Hill, and the highlights of this meeting were previously cited at the Interim Council meeting in Chicago in November of 2016.
- v. **Update to Council on publishing concerns** – Neil talked about the resolution of a complaint raised by a member concerning recent articles published in *Clinical Anatomy*. He talked about what was accomplished to handle this issue, asked for the input of Council at the conclusion of his discussion, and resolution of this issue was finalized.

4. COMMITTEE REPORTS

- i. **Nominating** ----- 9:30 a.m.

- i. Chair’s Report – See Pages 45-46 of Annual Program (Lambert for Greg Smith)

The Nominating Committee consists of Greg Smith (Chair), Laura Barritt (Presidential Appointee), and Brian MacPherson (Presidential Appointee) as well as Tom Quinn and Todd Olson (Elected Members-at-Large).

In December, Caitlin Hyatt sent the committee the annual meeting attendee lists for the past three years. The lists were used to see who had regularly attended the meetings thus giving the Committee an idea who was active in the AACA. On December 19, 2016, Greg Smith checked with Neil Norton and Wayne Lambert as to the eligibility for re-election of Anthony D’Antoni and Lisa Lee (Counselor-at-Large) and Philip Fabrizio (Special Counselor-Allied Health). They were all eligible.

On December 21, Greg Smith sent the Committee all of the information related to the charge of the Committee, this included the current eligible members and the criteria of eligibility for the open positions – President-Elect, Association Secretary, Counselor-at-Large and Special Counselor-Allied Health. One question arose regarding the eligibility for re-election of a member who was appointed as a replacement for a vacated seat. Neil Norton and Wayne Lambert confirmed that a person in this position would be eligible.

On January 6, 2017, the Committee met on a conference call for the first time, and all members were present. Greg Smith urged the Committee to consider newer members who have been active in the association as a way to get them involved. Several suggestions were made for each position. Greg Smith contacted the members put forward to see if they wanted to be considered for the respective positions.

On January 13, the Committee met for the second time, and all members were present. Greg Smith informed the Committee of the potential candidates’ responses. Additional potential candidates were added to the conversation and the Committee deliberated upon the list. Some of the potential candidates were suggested for two positions. A healthy conversation ensued and the meeting ended with Greg Smith telling the Committee members that he would communicate with the potential candidates to make sure they would be willing to serve.

On January 20, the Committee met again with all members present. Some of the candidates indicated that they did not want be considered for nomination. Additional candidates were suggested. The Committee candidly shared their thoughts and the slate was refined. The Committee agreed to adjourn and think about the list of candidates to prepare for the final Committee meeting.

On January 27, the Committee met for the final time with all members present, except for Tom Quinn who had a conflict but indicated that he was comfortable with all of the suggested candidates.

Greg Smith made sure that all of the Committee members felt that their input had been considered. The Committee then put forth a slate to forward to Neil Norton and Wayne Lambert.

Greg Smith sent the slate for Counselor-at-Large, Association Secretary. and Special Counselor-Allied Health to Wayne Lambert, Association Secretary. The slate for President-Elect was sent to Neil Norton, Association President, to avoid a conflict of interest regarding the solicitation of the biographies from the candidates.

- ii. **Clinical Anatomical Terminology** ----- 9:40 a.m.
 - i. Chair's Report – See Page 40 of Annual Program (Tom Gest)

Co-chairs: Tom Gest and Evan Goldman

Members: Sherry Downie, Paul Gobée, Chelsea Lohman, Brad Martin, Alan Richards, Ian Whitmore, and John Hansen.

The CAT committee has held bi-weekly meetings since June of 2016 to develop further a "Guidelines and Patterns for Creating Anatomical Definitions" document that was initiated by CAT member, Paul Gobée. Members of FIPAT (Pierre Sprumont and Paul Neumann) frequently attended these meetings, but by November of 2016, the focus of the meetings changed from finalizing the patterns document to creating definitions.

The CAT committee continued creating definitions through December of 2016 and used the process as a means of testing and refining the patterns that specified the syntax of how definitions are constructed for specific structures (e.g., muscles, tubes [arteries, veins, duct], bones, bone processes, etc.). In December of 2016, Paul Gobée began an agreement with Incision (www.incision.care), a company creating a 3-D video-learning platform for improving surgical skills, to create definitions based on CAT's patterns and guidelines. The definitions created by Incision became the '1st draft' of a definition. Two CAT committee members independently reviewed each definition then the CAT committee as a whole vetted these definitions and made final revisions.

By March of 2017, Incision had created over 400 definitions and CAT had reviewed approximately 100. At that point, the CAT committee began the process of developing the patterns for defining central and peripheral nervous system terms.

To facilitate the creation of definitions, CAT committee member, Evan Goldman, developed a software interface that was then used by members of CAT and Incision to create definitions. The interface consists of a series of drop-down menus and fill-in-the-blank boxes that guide the user through creating a definition. The boxes and drop-down menus are organized according to the patterns, terminologies, and syntax described within the "Patterns and Guidelines" document. After the first draft of a definition is created in this semi-automated fashion, each reviewer uses the form to adjust the definition. The form automatically tracks each step of the process and provides visual responses to help the CAT committee knows the status, and work towards completion of each term. Once a term has been finalized, the completed definition is copied to a master list and archives are created of the steps used to create each definition.

- iii. **Anatomical Services** ----- 10:00 a.m.
 - i. Chair's Report – See Page 37 of Annual Program (Angela McArthur)

The current Anatomical Services Committee includes:

Presidential Appointees:

2014-2017: Andrew Corson, University of California, San Francisco

2015-2018: Brandi Schmitt, University of California, Technical Co-Chair

2016-2019: David Conley, Washington State University, Academic Co-Chair

Elected Members:

2014-2017: Heather Balsiger, Texas Tech University, El Paso

2015-2018: Bobbi Morgan, West Virginia School of Osteopathic Medicine

2016-2019: Nicole Herring, University of Louisville

Ex Officio:

Angela McArthur, University of Minnesota - ASC Special Councilor

During 2016-2017 year, ASC has been hard at work on the following projects:

- Revision of the Association's **Best Practices Guide for Anatomical Gift Programs** with standardized language and the inclusion of definitions.
- Creation of a **Checklist for Institutional Self-Review of an Anatomical Gift Program** to guide new programs in developing best practices and to assist established programs in taking stock of their current practices and procedures.
- Discussion of the feasibility of an AACA certification program for academic anatomical gift programs.
- Review of the 2016 ASC Breakfast Meeting and planning for the 2017 meeting.
- Planning of an ASC Special Session for the 2017 AACA annual meeting.

Information about ASC, including position statements, best practices, contact information, and links can be accessed from the Association's website: <http://clinical-anatomy.org/Committees>

Anatomical Services Committee events at the 2017 AACA Annual Meeting:

Members of the Anatomical Services Committee will be present at the **Welcome Reception on Monday, July 17th from 6:30 – 8:30 PM**. AACA meeting attendees and members interested in anatomical services are encouraged to attend, meet the committee members, and learn what we do and how to get involved.

Although 2017 is not a symposium year for the ASC, we are excited to offer a timely **Special Session** titled **The Legal and Ethical Considerations of Being the Guardian of the Gift** on **Wednesday, July 19th from 2:45 to 4:15**. The session will feature a four member panel of experts in health law, biomedical ethics, and forensic anthropology, who will speak on their areas of specialty and respond to questions from the ASC and audience. The session will be introduced by Angela McArthur, Director of the Anatomy Bequest Program at the University of Minnesota. For more information, see the following website:

http://clinical-anatomy.org/Anatomical_Services_Committee_Special_Session

The **ASC Breakfast Meeting** takes place on **Thursday, July 20th from 7:30 to 9:00 AM**. The agenda for this year's meeting features our popular *Lessons Learned* session where real case studies in academic donation programs will be presented and a new item called *Ask an Expert* where questions concerning anatomical donation programs will be posed and advice solicited from AACA colleagues in attendance at the breakfast. Other agenda items include a report on the work of the ASC during the last year and discussion of current topics, future meetings, and symposia. Active AACA members will also be electing a new ASC member. All meeting attendees are welcome to attend! For more information, see the following website:

http://clinical-anatomy.org/Anatomical_Services_Committee_Breakfast_Meeting

Angela talked about the development of the Best Practices document. After discussion, the following motion was made...

MOTION (Porta, Gest) – To accept and recognize the Best Practices document developed by the Anatomical Services Committee, which will be placed on the AACA website. This motion was approved unanimously with one abstention.

- iv. **Career Development** ----- 10:20 a.m.
 - i. Chair's Report – See Pages 39-40 of Annual Program (Lambert for Sarah Greene)

Presidential Appointees

Sarah Greene, Chair
Anthony Olinger
Nirusha Lachman

Members Elected at Annual SIG Meeting of Committee

Alan Detton
Yasmin Carter
Eileen Kalmar

The Career Development Committee (CDC) has been working hard on expanding mentorship opportunities both within and outside of the annual meeting platform. We will be reaching out to our registered mentees ahead of the 2017 meeting to begin to help new and early career members navigate the meeting and network with mentors. The Mentor Reception is a time when we will encourage networking between mentees and mentors.

In 2017, our symposium, entitled “Journeys though a Career in Anatomy: Glancing Back and Moving Forward,” will include three speakers from different academic levels. Speakers will focus on: (1) developing skills as an educator, (2) establishing scholarly activity, (3) balancing career and personal responsibilities, (4) lessons learned during one’s academic career, and (5) path to academic promotion.

The CDC will be electing one new member at our breakfast meeting on Tuesday, July 18th from 7:30 am-9:00 am. They will also present an exciting round table discussion on what it means to be an “Effective Mentor”.

- v. **Educational Affairs** ----- 10:30 a.m.
 - i. Chair's Report – Pages 40-41 of Annual Program (Peter Ward for Vaughn Lee)

Presidential Appointees

2014-2017: April Richardson-Hatcher
2015-2018: Peter Ward
2016-2019: Mohammed Khalil

Members-at-Large Elected at Annual SIG Meeting of Committee

2014-2017: Vaughan Lee
2015-2018: Elmus Beale
2016-2019: Lela Giannaris

At the Educational Affairs Committee (EAC) breakfast during the 2016 annual meeting, Dr. Marios Loukas (Department of Anatomical Sciences, St. George’s University School of Medicine) lead a discussion regarding certification for anatomist and questions on how such a program might be organized and implemented.

The EAC symposium was held at the 2016 AACA meeting on Tuesday, June 14, 2016, 1:00 – 2:30 pm. The topic was Competency-based Anatomical Education and the symposium consisted of presentations and a panel discussion with Dr. Markku T. Nousiainen (Department of Surgery, University of Toronto), Dr. Wojciech Pawlina (Department of Anatomy, College of Medicine, Mayo Clinic), and Dr. Nirusha Lachman (Department of Anatomy, College of Medicine, Mayo Clinic). Dr. Nousiainen described his experiences in competency-based assessment of orthopedic

surgery residents at the University of Toronto since 2009. This presentation discussed (i) how the training program developed its CBME training program; (ii) the lessons learned in implementing the program; and (iii) the future direction of CBME as it relates to orthopaedic surgery residency training programs in Canada. Dr. Pawlina and his colleague Dr. Nirusha Lachman presented a talk regarding assessment of competencies in the anatomical sciences. They discussed assessments of cognitive and non-cognitive competencies in anatomical sciences. For millennial students, finding the right assessment tools with use of multifactorial assessment strategies is a key element for promoting authentic learning.

During the monthly EAC meetings, discussion and planning for the 2017 breakfast meeting program have continued. Current plans include a follow-up on questions related to the 2016 discussions regarding certification for anatomical educators. Dr. Marios Loukas will present a preliminary proposal and address questions raised at the 2016 EAC breakfast meeting.

BREAK ----- 10:40 a.m.

vi. **Journal** ----- 11:03 p.m.

i. Chair's Report - See Page 41 of Annual Program (Marios Loukas)

Committee Members: Marios Loukas, Chair (*ex officio*), Stewart McDonald (*ex officio*), Neil S. Norton, Brian MacPherson, Tom Gest, Tiffany McKerahan, Shane Tubbs (*ex officio*).

In the report, Marios states that three Special Issues were published in the Journal over the past year. The topics for these issues included Cardiac Anatomy, Surface Anatomy, and the Ethics of Anatomy. The *Clinical Anatomy* app is now available for Android as well as for the iPhone. Finally, submissions to the Journal continue to grow with well over 500 over the last year.

Marios also reminded Council that Shane Tubbs, Editor-in-Chief of *Clinical Anatomy*, moved to Seattle, WA. So, the editorial office for our journal is now located within the Seattle Science Foundation.

ii. Editor's Report (Shane Tubbs)

Shane introduced the editorial board and shared current and future topics for special issues in *Clinical Anatomy*. Shane highlighted the top cited articles in our journal as well as the top downloaded articles, listed the 2016 special issues, and he mentioned upcoming special issues. He emphasized the importance of special issues, which broadens the appeal of our journal to many readers, even outside the field of clinical anatomy. He shared the most downloaded articles as well.

Shane shared the 2016 impact factor for the *Clinical Anatomy*, which increased 34% to 1.824, our highest impact factor in the history of our journal.

At the conclusion of Shane's report, discussion centered on the importance of getting meeting abstracts published at the end of the same year in *Clinical Anatomy*. Shane emphasized that he will publish the abstracts as soon as possible upon receipt, and it is also beneficial to the journal to publish them before the end of each calendar year.

vii. **Meeting Oversight & Program Planning** ----- 11:40 p.m.

i. Chair's Report - See Pages 43-45 of Annual Program (David Porta)

Members:

Executive Committee

President – Neil Norton

President-Elect – Marios Loukas

Past President – Brian MacPherson

Treasurer – Tom Gest
Association Secretary – H. Wayne Lambert
Program Secretary – David Porta, Chair

Special Interest Committees

Anatomical Services Co-Chairs - Brandi Schmitt & David Conley
Career Development Committee, Chair – Sarah Greene
Educational Affairs, Chair – Vaughan Lee
Clinical Anatomical Terminology Committee Co-Chairs– David Conley & Tom Gest

Meeting Managers (Formerly known as Annual Meeting Committee Co-Chairs)

Greg Smith 2016-2017
Jennifer Burgoon 2017-2018
Sarah Greene 2018-2019

Local Hosts

Anthony Weinhaus & Angela McArthur- Minneapolis, 2017

ASG Representatives (contracted Association Management Company)

Caitlin Hyatt, Executive Director
Ashley Shamp, Program Services Coordinator

The Meeting Organization and Program Planning (MOPP) Committee has worked diligently to bring you the best possible 2017 annual scientific conference. Immediately after the 2016 Conference in Oakland, the MOPP began reviewing the Post-Conference Surveys to look for ways to improve. The committee held telephone conference calls on the third Thursday of each month. The program you are reading is the result of many hours of service by the members listed above as well as professional support by ASG. The committee is extremely grateful to our Executive Director, Caitlin Hyatt. She and Ashley Shamp have been highly responsive to the AACA needs and they have done an excellent job guiding us through the process of putting together what we hope will be a great scientific conference. Special thanks is also due to our local hosts, Angela McArthur and Tony Weinhaus. They have done a fantastic job especially in serving as liaisons with the hotel, organizing the social, and planning the postgraduate course. Their great efforts are truly appreciated. As most of the MOPP members are responsible for steering other committees, etc., much of the program planning responsibilities fall on the Meeting Managers. Greg Smith, Jennifer Burgoon, and I have spent many additional hours working with ASG on a large number of tasks with, and on behalf of, the committee including:

Sites Visits and Contract reviews for future Annual Meetings

- 2018 meeting in Atlanta, GA. Local hosts will be Larry Wineski & Sarah Greene.
- 2019 meeting in Tulsa, OK. The local host will be Elmus Beale.
- 2020 meeting: A joint meeting with BACA is being proposed.
- 2021 meeting: Rusty Reeves has proposed Fort Worth, TX.

2016 Regional AACA Meeting in Chapel Hill, North Carolina

- The MOPP supported the work of Kurt Gilliland, Terry Mitchell, Tom Perrault, Kelly Harrell and Matt Velkey in offering the second AACA Regional conference. It was held at the University of North Carolina in Chapel Hill on October 15, 2016 and was, by all accounts, a highly successful meeting that focused mainly on the presentation of student work. The conference was the result of collaboration between Campbell University, Duke University, East Carolina University, University of North Carolina, and Wake Forest University and was supported by Carolina, Thieme, InfoSight, and Elsevier. Approximately 65 faculty and students enjoyed 2 keynote speeches, 22 ePosters, 5 different concurrent Education Workshops, and a hands-on ultrasound session.

- Future Regional AACA Meetings at Georgetown University and Bellarmine University have been discussed. If you are interested in hosting a regional meeting, please contact us.

Abstract Submissions

- Each year, the committee reviews the Abstract Submission Guidelines in an effort to improve clarity. Changes were made to the guidelines that we hope helped. The AACA only accepts completed, original, previously unpublished work. Discussion will continue regarding what particular matter is appropriate for our conference, especially in light of what material is accepted for publication by our journal. Specifically, recent submissions in the fields of molecular and animal biology have resulted in questions that will be considered for next year.
- Check boxes were added to the submission software asking authors if their work had been presented or published previously. There have been recent cases of work presented at the AACA meeting that was previously published elsewhere. This is unacceptable and the committee will be on guard for these rare instances.
- Check boxes were added to the submission software asking authors if their work involves animals or live human subjects. If so, they were asked to indicate if the work has been approved by the appropriate Institutional Review Board.
- In the calls for abstracts this year, a special request for Embryology and Histology abstracts was issued. Unfortunately, the response was insufficient to warrant a separate platform session.
- The MAJOR task for ASG and the Meeting Managers this year was the replacement of the StarChapter abstract submission software. This archaic platform was never intended for this purpose. ASG had cobbled together various forms to make the system work, but it was time consuming and inefficient. Options for a new, flexible, dedicated submission software system that could better interface with other software were explored. ASG narrowed the choices and the Meeting Managers ran several simulations on these systems in order to recommend the best and most cost effective system to the Executive Committee. The software package offered by PLANSTONE Corporation was selected and approved. ASG diligently shared information and instructions with the membership about the changes prior to the submission deadlines. These efforts appeared to result in a relatively smooth transition. The MOPP will be eager to read the post-conference surveys this year to consider the opinion of the membership.
- Abstract Review Process. The Program Committee (the 2 Meeting Managers and Program Secretary) perform the initial FORMAT Review of abstracts. Those abstracts that meet the guideline standards are then sent for blinded CONTENT REVIEW by at least 3 AACA members. The Program committee then determines which abstracts will be accepted or rejected, which will be presented from the platform or poster, and which will be published in the journal. Please note that the highest rated abstracts are considered for platform presentations, as long as the author has indicated his or her desire to present from the platform. The Program committee then works closely with ASG to set the actual program details. It is believed having this small program committee provides for better oversight than merely having the lone Program Secretary make all the decisions. I was quite pleased to work with Greg Smith and Jennifer Burgoon this year and look forward to working with Jennifer Burgoon and Sarah Greene for the 2018 program.
- ASG has over 1,200 profiles of members and former members. Over 600 are active, dues-paying members. As of 5/18/17, there are 286 people registered for the meeting- a number that will likely rise in the coming weeks. At this point last year, there were 350 registrants (but the meeting was held in June vs July for 2017). In May of 2014, the # of registrants was 279 for the July Meeting.
- There were 135 abstracts submitted for the 2017 conference (vs 192 in '16, 147 in '15, 139 in '14). Only 19 abstracts were returned to authors for formatting issues (vs 70 in '16, 51 in '15 and 20 in '14). Recall that these authors had to pay a \$20 resubmission fee. Three abstracts were submitted by email after the initial deadline. None of these was resubmitted by the late-breaking deadline. There were 10 late-breaking abstract submissions (vs 4 in '16, 21 in '15 and 25 in '14). Late-breaking abstracts are accepted for poster presentation only and are ineligible for award and will not be published in the journal.

2017 AACA Program Highlights

- In Minneapolis, you will be able to enjoy 16 platforms (vs 19 in '16), 7 Tech Fair offerings (vs 5 in '16), 97 posters (vs 115 in '16) whose abstracts will be published in the journal (along with those from the platforms and Tech Fair) and 22 posters (vs 26 in '16) whose abstracts will not be published. There were 2 (vs 4 in '16) withdrawals and 1 rejection (vs 23 in '16). At the end of the meeting, Caitlin Hyatt reported that 345 people were registered for the 2017 AACA Annual Meeting.
- Aside from the scientific program content, there will also be special symposia by the Anatomical Sciences (ASC), Clinical Anatomical Terminology (CAT), and Career Development (CDC) committees as well as breakfast meetings sponsored by the CDC, ASC and Educational Affairs (EAC) committees. More information about the activities of these committees can be found in the reports enclosed in this program. All AACA members are welcome at all events!
- In 2016, the Tech Fair was moved to the first day of the conference in order to highlight this special presentation format. This year, there were 7 abstract submissions for the Tech Fair and there will be 2 sessions spanning the first 2 lunch periods. The Clinical Anatomy luncheon was not renewed this year.
- In 2016, the Banquet was moved to the last day of the conference in order to encourage attendees to stay for the entire scientific program and provide sufficient time for the collation and determination of conference awards. This action was continued for the 2017 Annual Meeting.

In closing, we wish to express our sincere gratitude to the numerous members who have served as peer reviewers for abstracts. You serve a critical role in upholding the standards of our scientific conference. As always, the MOPP committee welcomes your comments and suggestions on how to improve our annual scientific meeting.

viii. **Membership** ----- 12:22 p.m.

i. Chair's Report - See Pages 42-43 of Annual Program (Marios Loukas)

Marios submitted the report of the Membership Committee, and it can be viewed on Pages 42-43 of the AACA Meeting Program. This report lists 610 active members, which is a 12% increase in membership. Discussion ensued concerning increasing membership, during which months of the year do membership numbers change the most, and other important topics.

ix. **Financial Affairs** ----- 12:28 p.m.

i. Treasurer's & Chair's Report (Tom Gest)

Tom started by listing AACA good news, including highlighting that today is Stephen Carmichael's birthday. Today's assets for the AACA is \$959,548, which includes the \$550,000 contract extension with Wiley. Tom listed that as of June 30, 2007, the AACA had the following balances in our accounts: 1) \$403,310 in checking, 2) \$5,378 in a money market, and \$550,860 in investment. He also listed \$148,505 in impending conference expenses for an adjusted checking balance of \$254,805. In 2016, he listed our checking balance as \$212,413. With the impending conference expenses, Tom estimated our project assets as \$811,043.

Concerning our current year, Tom listed net gain as \$204,492, but he reiterated that many of the conference expenses are yet to be paid. He anticipated an adjusted net gain of \$55,987 after these bills are paid. He also estimated the profit for the 2017 AACA Meeting to be ~\$726, due primarily to the increases in catering and AV equipment costs. Finally, he showed the incomes from past meetings, emphasizing that it appears that host cities with warmer climates seem to lead to higher profits for the AACA. Concerning the postgraduate course, he was expecting a net profit of approximately \$9,706, which would be the most profitable course on record.

Other financial numbers included profits from the 2016 Regional Meeting in Chapel Hill as \$3,120, membership dues as ~\$73,140, and a journal income of ~\$30,000.

Concerning new issues, Tom estimated the investment account should make ~\$24,000 a year, so he asked the Council to think of how it will be used. He also encouraged all committees to switch to Google Hangout to reduce the yearly expenses related to conference calls. Finally, Tom listed the income for the AACA from advertising new job positions, and he suggested that we increase our rate to \$150 for 6 months.

- x. **Brand Promotion and Outreach Committee** ----- 1:05 p.m.
 - i. Chair's Report (Lambert for Wisco)

Presidential Appointments

Appointee 2015-2018: Jonathan Wisco (Chair)

Members Recommended by Chair and Approved by President

Dolgor Baatar, Ken Jones, Christina Lewis, Danielle Royer, Peter Ward

BPOC Activities

The Bylaws governing the committee are as follows:

The Brand Promotion and Outreach Committee is responsible for the promotion and maintenance of strategic initiatives of the AACA. The committee shall consist of six members. The President shall appoint three members, with the approval of the Council, and designate one nominee as the Committee's Chair. Two members shall be nominated and elected by the membership at the Annual Business Meeting.

- Providing oversight of regional meeting proposals and selecting hosts, in conjunction with the MOPP committee; and providing logistical support in conjunction with the AACA's professional management service;
- Establishing a promotional and collaborative presence with other professional organizations with complementary missions (particularly those involved with initiatives related to clinical anatomy research and educational scholarship);
- Maintaining and updating the AACA website and social media outlets to reflect current events, connect members, and seamlessly tie the efforts of the standing committees together in order to unify the public presentation of the Association;
- Soliciting information from the membership and monitoring current trends and emerging issues in the field of clinical anatomy to determine how AACA can best meet members' needs; this information will be communicated with the standing Committees and Council;
- Soliciting information from the membership regarding their perception of: events at the annual meeting, interface of the Society's social media outlets, events that would benefit the Association in the future;
- Interacting with media on behalf of the Association and directing inquiries to an appropriate member or member of Council;
- Selectively promoting products or services offered by or endorsed by the Association;
- Working with each of the standing committees to promote their initiatives to the public and other stakeholders;
- Recommending further suggestions, as needed, to Council to improve promotion of AACA as a clinically oriented, scientific and educational scholarly institution.

Subcommittee Work

We have organized our committee into four subcommittees (Regional Meetings, Community Outreach, Social Media, and Website) in accordance with the objectives stated in the Bylaws, and report herein:

Regional Meetings Subcommittee

- Members: Jon Wisco
- Purpose: Works with Association Services Group to promote and select regional meeting sites and support program committees.

The Regional Meetings Subcommittee has achieved the following milestones this year:

- Successful Regional Meeting in Chapel Hill, North Carolina in 2016! Kurt Gilliland from University of North Carolina, and colleagues from Duke University, Wake Forest University, Campbell University, and East Carolina University hosted an excellent program.
- The next Regional Meeting will be hosted by A.T. Still University of Health Sciences, Arizona School of Dentistry & Oral Health in Mesa, AZ. Dr. Wayne Cottam leads a multi-disciplinary team of AACA members and non-members to host a meeting focusing on technological and pedagogical advances in anatomical sciences education, with a particular emphasis on dental, and head and neck Anatomy.
- We are poised to work with you and your institution if you would like to host a Regional Meeting. Come visit with us to learn more!

Community Outreach Subcommittee

- Members: Christina Lewis and Peter Ward
- Purpose: Identifies and establishes collaborations with professional and avocational groups to promote AACA and serve the community.

The Community Outreach Subcommittee has achieved the following milestones this year:

- We partnered with Anatomy Academy on Thursday, May 18, 2017 to teach concepts of anatomy, physiology and nutrition to up to 500 middle and high school students at The Intel International Science and Engineering Fair (Intel ISEF) in Los Angeles, CA.
- We are working with the following community outreach partners to provide anatomical sciences education opportunities: Mutter Museum (Philadelphia, PA) and Bone Clones (Los Angeles, CA). Program proposals are currently being discussed. When finalized, we will provide information through the AACA website, Facebook, Twitter, and LinkedIn.

Social Media Subcommittee

- Members: Dolgor Baatar and Danielle Royer
- Purpose: Determines strategies for and implements AACA social media presence

The Social Media Subcommittee has achieved the following milestones this year:

- We now have a very strong Twitter, LinkedIn and Facebook presence. You can follow on any of these outlets by clicking on the appropriate icon on the AACA website. We encourage you to participate in the opportunity to stay connected through social media!
- Tweet with us! @AACAnatomy and use the hashtag #ClinAnat2017. Pick up your "I Tweet" ribbon at the registration desk!
- Follow us on LinkedIn! Stay up to date with AACA news, discover new job opportunities, connect to other members: go to <https://www.linkedin.com/company/american-association-of-clinical-anatomists>.

Website Subcommittee

- Members: Ken Jones
- Purpose: Works with Association Services Group to maintain content and relevancy of our AACA website

The Website Subcommittee has achieved the following milestones this year:

- Check out the most recent Member Spotlight on the AACA website! We are currently highlighting Dr. Oliver Behrs.

- Our inaugural Member Spotlight featured Dr. Bob Acland.
- We have updated descriptions of the Sandy Marks and Ralph Ger Associate Member presentation awards.

5. **ASSOCIATION SECRETARY'S REPORT**----- 1:28 p.m.
(H. Wayne Lambert)

Wayne has brought the AACA Secretary files to give to Peter Ward to help with his transition as the new Association Secretary. Concerning the 2017 election, mentioned that, with his previous presentation on proposed changes to the Bylaws and the 2016 AACA Election results, he had no additional information to include.

6. **OLD BUSINESS**----- 1:34 p.m.
None

7. **NEW BUSINESS**----- 1:36 p.m.

- i. Presidential Appointments – Neil stated that Marios, the incoming AACA President, will provide a list of his Presidential Appointees, and these appointments will be announced at the 2017 AACA Annual Business Meeting (ABM). Here are the appointments that were announced at the ABM:

Anatomical Services – James Coey

Bylaws – Kathleen Bubb (Chair), Jon Jackson, Nirusha Lachman

Career Development – Maria du Plessis

CAT Committee – Richard Tunstall, Tony Weinhaus

Educational Affairs – Vaughn Lee

Financial Affairs – Lonie Salkowski, Muhammed Khalil

Nominating – Kazzara Raeburn, Joe Iwanaga, Ameen Raoff

- ii. International Federation of Associations of Anatomists (IFAA) referendum
(Stephen Carmichael)

A document had been distributed to Council in anticipation of this discussion, regarding proposed changes to the IFAA Constitution in Article 14, which states the composition of the IFAA Executive Committee. After discussion, the AACA supported the referendum unanimously, and Stephen will report this result back to the IFAA.

- iii. Listserv report – see Page 41 of Annual Program (Hyatt)

AACA's Education Issues Listserv was moved from the mail server at Albert Einstein to being hosted on Google Groups in February of 2016. There are currently 1,388 subscribers to the Listserv. In the past year, there were 37 subjects posted, and the threads that possessed the most comments, included Dr. Sato's dissection videos (12 posts), problems with yeast in the gross anatomy laboratories (11 posts), lightly embalmed cadavers (10 posts), and odd tissue in the knee (10 posts). Caitlin provided a monthly breakdown of the activity on the Listserv from May of 2016 through February of 2017.

- iv. AACA Legacy *ad hoc* committee (Anne Gilroy)

The *ad hoc* AACA Legacy Committee is composed of Anne Gilroy, Anne Agur, Art Dalley, and Sarah Greene.

The purpose of the Legacy committee is to educate/remind AACA members about the organization's rich history and to celebrate the significant contributions of its members to the field of anatomy. For the 2017 Annual meeting, this *ad hoc* committee has planned the following:

Anne brought back the Legacy poster featuring a timetable of the AACA's history that will encourage attendees to sign their name under the appropriate year of their joining the organization. The goal of this poster is to provide: 1) a snapshot of the AACA based on age, longevity of membership, and gender; and 2) allow us to appreciate how those factors have changed since the organization's beginning.

In addition, Anne announced four additional posters highlighting important AACA members throughout our Association's history will be debuted at this meeting.

- v. Neil ended the meeting by wishing Stephen Carmichael a "Happy Birthday". Then, Neil read the following declaration.

The AACA expresses their sincere appreciation and thanks to Brian R. MacPherson for his years of dedicated service to the AACA. For the past 18 years, Dr. MacPherson has served as the Program Secretary, Association Secretary, President-Elect, President, and Past President of the AACA. Dr. MacPherson is a pre-eminent educator, author, colleague, mentor, role model, and friend. The AACA wishes to recognize Dr. MacPherson and express their sincere gratitude this 17th day of July in 2017."

ADJOURNMENT: 1:54 pm

Respectfully submitted,
H. Wayne Lambert
AACA Secretary