



**Minutes – 2012 AACA Annual Council Meeting
Sunday, July 8th, 2012
St. Georges University, Grenada**



Council Members Present: Anne Agur, Neil Norton, Brian MacPherson, Mark Seifert, H. Wayne Lambert, Todd Olson, Tom Gest, Brandi Schmitt, Brion Benninger, Marios Loukas, Kimberly Topp, Shane Tubbs, Peter Ward

Council Members Present (by Skype): Rick Clemente

Council Members Absent: Stephen Carmichael, Carol Lomneth

Guests Present: Bob DePhilip, Sherry Downie, Noelle Granger

CALL TO ORDER: 8:47 a.m.

1. CALL to ORDER & APPROVE AGENDA----- {8:47am}

Approved unanimously at 8:48am (14 Yes, 0 No, 0 abstention).

2. APPROVAL of MINUTES ----- {8:48am}

Todd Olson had one edit to the minutes of the 2011 AACA Interim Council Meeting. Approved unanimously at 8:52 (14 Yes, 0 No, 0 abstention).

3. ELECTION RESULTS ----- {8:53am}

Anne Agur congratulated Noelle Granger (Program Secretary) and Sarah Keim-Jannsen (Councilor-at-Large) for being elected to serve on the AACA Council by the membership following the 2012 AACA Annual Election. Anne also congratulated Brandi Schmitt (Special Councilor–Anatomical Sciences) and Brion Benninger (Councilor-at-Large) for their re-election to Council in the 2012 AACA Election. Sarah Keim-Jannsen was unable to attend the 2012 AACA Annual Meeting in Grenada.

4. COMMITTEE REPORTS

i. Clinical Anatomical Terminology ----- {8:55am}

Sherry Downie reported that the number of committee members was reduced from 16 to 10, according to the guidelines approved by Council in 2011. Now, three members are on a 3-year cycle. Collaboration with Paul Gobee has been fruitful for both parties and Sherry asked for members to share their favorite or craziest terminology word at the meeting. The CAT Committee Bylaw discussion document was distributed to Council. Tom Gest’s terminology website has moved to the University of South Florida.

Todd Olson spoke on the CAT committee with “mixed emotions”. He is impressed with the actions of the CAT committee, but he stated the President was acting contrary to the Bylaws in announcing the CAT committee was now a standing committee. The Bylaws give neither the President nor the Council power to create a standing committee. The Council will need to work with the Bylaws Committee to enable the CAT committee to become a standing committee. Anne mentioned that the Council plans to send this recommendation to the Bylaws Committee.

MOTION: (Olson, Seifert) The wording of the revised description for the CAT Committee (as distributed to Council) will be sent to the Bylaws Committee. The Bylaws Committee will review the wording of the document and recommend to Council whether it should be placed before the membership as an amendment to the Bylaws. Unanimously approved (14 Yes, 0 No, 0 abstention).

MOTION: (Seifert, Gest) Moved to give the Executive Committee authority to act in place of Council to approve a vote to amend the Bylaws should the Bylaws Committee make such a recommendation regarding the CAT Committee. Unanimously approved (14 Yes, 0 No, 0 abstention).

ii. Anatomical Services ----- {9:12am}

Brandi Schmitt received input from her committee members to revamp the Anatomical Services Committee (ASC). Brandi discussed her symposium at this meeting, which includes a featured speaker, as well as a breakout session to allow membership to have more individual input from members. 2014 screening of the *Blue End* at the meeting has been suggested, and this movie has been distributed to members of the ASC for viewing.

Preferential use of cadaveric donor parts (Brandi sent me this document) Brandi read the document to the Council, discussion ensued, and a motion was made.

MOTION: (Benninger, Olson) Moved to accept the statement and post it on the ASC's website on the Association's homepage. Unanimously approved (14 Yes, 0 No, 0 abstention).

Second document: Statement of the use of images for body donors. Brandi read the document, discussion ensued, and a motion was made.

MOTION: (Olson, Benninger) Moved to send the document back to the ASC and work with Council for input on a revised version. Unanimously approved (14 Yes, 0 No, 0 abstention).

ASC wrote a letter to the committee that drafted the Leiden Declaration to give input into this valuable document. Anne thanked Brandi for her wonderful work.

iii. **Career Development** -----{9:39am}

Brion Benninger reported that the CDC Co-Chair designation has worked really well. The CDC symposium is scheduled, future meetings are being planned, and members are encouraged to attend the CDC breakfast and get involved in this committee. Soo Kim has been helping with the Career Development sessions.

iv. **Educational Affairs** -----{9:43am}

Peter Ward also reported the Co-Chair designation worked out well. Rebecca Pratt was unable to attend the Grenada meeting. Peter talked about the Educational Affairs Committee (EAC) symposium. The EAC is looking to print a Frequently Asked Questions for the listserv. Peter also encouraged members to attend the breakfast sessions for each SIG group. Todd Olson asked Peter if the EAC were going to work with the new Editor-in-Chief to get more educational articles into *Clinical Anatomy*. Shane Tubbs talked about the importance of getting education papers back in the journal for our members and the journal's impact factor.

BREAK -----{9:53am – 10:20am}

v. **Journal** -----{10:20am}

- i. Brian MacPherson announced that Dr. Shane Tubbs will be the new EIC of *Clinical Anatomy*. He covered the report from the last meeting. Discussion ensued concerning the Editor-in-Chief (EIC) selection process and the Bylaws that lead the Journal Committee to the decision. Todd felt the Journal Committee did not follow the Bylaws. He stated that the Journal Committee did not have the right to appoint the EIC. Neil felt the Journal Committee reviewed the candidates, interviewed two final EIC candidates, and presented their work to Council, the Council voted, and R. Shane Tubbs was elected by Council as EIC of *Clinical Anatomy*.

Motion (Benninger, Ward) – The Council believes the process, by which the Journal Committee brought forward a highly qualified EIC for the Council's approval, was appropriate. The motion passed unanimously (13 Yes, 0 No, 1 abstention).

- ii. The EIC report on *Clinical Anatomy* was given by Dr. Shane Tubbs in place of EIC, Stephen Carmichael. 556 submissions to *Clinical Anatomy* in 2011. 1042 written pages in *Clinical Anatomy* with 31% paper acceptance rate. The impact factor went down slightly. At the completion of the presentation, a discussion of self-citation versus non-self-citation was held, but the general consensus is that authors should reference *Clinical Anatomy* articles when publishing in *Clinical Anatomy* as well as other journals.

vi. **Professional Management Association (PAM) ad hoc Committee** ---{11:18am}

- i. Anne commended Todd for starting this committee and Noelle and Art for all of their work throughout the selection process. We are thrilled with the results of this *ad hoc* committee and their work, which resulted into the new contract with Association Services Group (ASG).

MOTION (Seifert, Gest): To discharge the *ad hoc* PAM Committee. Approved unanimously (14 Yes, 0 No, 0 abstention).

vii. **Meeting Oversight & Program Planning** ----- { 11:24am }

- i. Program Secretary and Meeting Manager's Report - Mark Seifert stated his appreciation to Julie and Jul-Net Solutions for all of their work over his four years as Program Secretary. Julie did not attend the Council meeting, so Mark gave her Meeting Manager's report. Mark also looks forward to the future as Noelle transitions to Program Secretary and works with ASG. Mark talked about the transition to the hotel based meeting situation, but he mentioned how this transition could impact the Post-Grad Course in the future. Therefore, he listed potential Post-Grad Course topics for the future. A list of potential 2014 Meeting Chairs was generated and voted on by the MOPP committee. A list of 9 candidates was shortened to 3 candidates. Now the candidates will be interviewed to see if they have interest in serving in this position. The possibility of having the 2015 meeting be a joint meeting in Rouen, France with BACA and EACA was mentioned, but a discussion regarding the costs of foreign meetings illustrated Council's concern about these meetings. When finding appropriate meeting sites in North America, Marios suggested seeking out membership with leadership positions to hold meetings at their institutions and offset the costs incurred by the AACA at these meetings.
- ii. Bob DePhilip gave the report for the 2012 Annual Meeting Committee Report, and he focused on the friendly environment of Grenada, which helped generate both professional and personal interactions at this meeting. New features of the 2012 meeting included posters being posted for the entire meeting in Taylor Hall. Anne Agur will give a talk which will serve as an introduction to the AACA for the new members. A new experiment including last chance abstracts was a success and should be continued in the future. Neil commended Bob on his contributions to create new features for our meetings and for his work throughout the year.
- iii. Mark Seifert stated the 2013 meeting in Denver will take place from Tuesday, July 9 through Friday, July 12. The postgrad course will occur on Saturday, July 13th
- iv. 2014 Annual Meeting - Mark Seifert led a discussion about the importance of making a nice transition to ASG and keeping ASG's Shanana Molnar involved in the negotiation process for future meetings. Orlando, San Antonio, and San Francisco were mentioned as future destination cities for our annual meeting in 2014 and 2015.

LUNCH ----- { 12:14am }

viii. **Membership** ----- { 1:03pm }

- i. Brian MacPherson submitted the data from the Membership Committee to the Annual Grenada booklet. 88 new members.

ix. **Financial Affairs** ----- { 1:09pm }

- i. Neil Norton presented the Treasurer's & Committee Chair's Report for Financial Affairs Committee. Challenges to address: 1) Membership Dues Structure; and 2) Rising Journal Costs. Our financial future is tenuous due to the majority of our Regular Membership dues (~90%) goes to pay for the member's journal subscription. In order to correct this situation, either journal cost need to go down, which is unlikely, or Council needs to raise the price of membership dues. He felt that this was an opportune time for the AACA to evaluate the dues to journal subscription cost issue because: 1) we are negotiating the Publisher's agreement and can utilize this negotiation for our financial benefit; and 2) we are moving to ASG, which will be providing our day to day Treasury activities – thus this transition time is extremely important. Therefore, he stated his recommendation that we establish a flat Electronic Journal Rate, which he believed would be beneficial to both the AACA and Wiley. He also recommended that the AACA investigate the establishment of new membership categories and/or subcategories, such as the majority of the members of the anatomical services group. Neil went through the financial numbers of recent meetings, and Shanana of ASG mentioned that ASG will be able to generate more revenue from the annual meeting – especially through sponsorships and exhibitors which has been flat and declined under JulNet Solutions. Neil noted that he and Shanana are outlining a plan of transition of the management of AACA accounts and routine financial activities.

x. **Association Secretary's Report** ----- { 1:45pm }

- i. Wayne thanked Brian MacPherson and the rest of the AACA Executive Committee for all of their efforts to make his transition to Association Secretary a smooth one. Dues notices were sent to the AACA membership on January 16th and February 16th, plus a reminder was sent that only paid members of the AACA could vote in the 2012 AACA election. As of July 5th, 460 AACA members were current with dues.
- ii. Wayne thanked Sherry Downie and the Nominating Committee for creating the Election Candidate Slate. The 2012 AACA Election was conducted online using a website setup by Julie. E-mails were

sent using the Wild Apricot system to paid AACA members who were eligible to participate. Brion Benninger was added to the ballot by a petition received from paid AACA members. The election results were forwarded to Wayne by Julie on May 1st.

- iii. Wayne printed the new membership certificates and brought them to the meeting to distribute to new members. The rest of the certificates will be mailed to the new AACA members.
- iv. Wayne continues to submit *Clinical Anatomy* subscriptions to Wiley after Neil forwards to him a list of the members who have paid their dues.
- v. Wayne also cleaned up the AACA Membership database because close to 5% of the e-mails were incorrect (not current). He tracked down many members in the process and corrected these e-mail addresses so that a higher percentage of e-mails will hit their targeted audience.

5. WEBMASTER'S /LISTSERVE MODERATOR'S REPORTS - - - - - {1:49pm}

Brian MacPherson updates the webpage when information is sent to him, and the AACA continues to generate funds from advertising faculty positions on its site. Neither Todd Olson nor Rusty Reeves presented a report on the AACA listserv activity.

6. STRATEGIC PLANNING - - - - - {1:50pm}

- i. Anne Agur discussed the strategic planning led by Peter Ward and his working group. Larry Spraggs has agreed to work with our members charged with strategic planning by Anne. Anne Agur has gotten Peter Ward to lead a membership campaign to generate more members. Jon Wisco is in charge of subheading two on the strategic planning subcommittees.
- ii. Rick and Shane helped to summarize the benefits of being an AACA member based upon our brainstorming session at the 2011 AACA Interim Meeting in Chicago that resulted in the documents sent to the Council by Anne Agur (via Wayne).

7. TRAVEL SUPPORTING FOR EVENTS EXTERNAL TO AACA - - - - - {2:00pm}

- i. Anne Agur discussed development of a policy regarding travel when representing AACA.
- ii. Beijing Congress IFAA – Stephen Carmichael and Shane Tubbs have received \$2,500 in support of travel to China from Wiley, and Shane Tubbs will make the trip in 2014. Todd asked about the value our association and our journal will receive from the EIC being in attendance. The value was discussed.

MOTION (Olson, Benninger): To support Shane’s trip to China to attend the IFAA meeting with \$2,500 from the AACA. Approved unanimously (14 Yes, 0 No, 0 abstention).

- iii. HAPS – Todd’s keynote address on cadaver dissection went well. He suggests we find a venue to keep our collaborations with HAPS going. Anne will contact Dee Silverthorn to see how our synergistic relationship can continue.

BREAK - - - - - {2:26pm – 2:49pm}

8. ASSOCIATED SERVICES GROUP (ASG) CONTRACT - - - - - {2:49pm}

Brian MacPherson contacted a lawyer to look over the ASG contract. ASG subsequently responded to our lawyer’s comments. The Council looked over both the lawyer’s comments and ASG responses to the lawyer. Small editorial comments were added to the contract, and negotiations are continuing to move forward. Anne will circulate the final draft of the contract to Council for additional input after the revisions are made.

9. E-MAIL PROTOCOL - - - - - {3:28pm}

If additional people are included on e-mails, the Executive Committee needs to be addressed.

11. OLD BUSINESS - None

12. NEW BUSINESS – Ms. Banerji, our donor for the Tapan K. Banerji Student Award, is in Grenada to give the first award, and Dr. Somes Guha is also in attendance. Anne discussed the process by which the award will be given.

Motion (Ward, Norton): Somes Guha will be the clinical representative for the award. Motion passed unanimously (14 Yes, 0 No, 0 abstention).

Neil Norton noted that much of the discussion during the day had centered on the Bylaws and that no matter how hard we seem to be working to follow our Bylaws – they have become progressively restrictive in allowing the AACA to operate their day-to-day activities. He further discussed that the addition of ASG is going to cause even more conflicts, and we could not restrict ASG from doing what we hired them to do simply because it would conflict with the Bylaws. Neil said it was his opinion that we should not be restrictive

at this time and should work to facilitate changing the Bylaws so that the AACA can be more functional. As a result, he made the following motion.

Motion (Norton, Benninger): Be it resolved that the Council of the AACA recognizes that numerous revisions of the Bylaws, due in part, to the hiring of ASG, will be necessary for the continued day to day operations of the AACA. Without these multiple changes, the AACA will be in conflict with its Bylaws. Whereas the Council recognizes the importance of operating in accordance with the Bylaws, does not want the AACA to operate in conflict with the Bylaws. Thus the Council of the AACA will present to the membership the following out of cycle amendment, Be it resolved that the Council of the AACA will have the authority to change the bylaws on behalf of the AACA by a 2/3rds majority vote until the end of calendar year 2014. Motion passed by majority (13 Yes, 1 No, 0 abstention).

Anne thanked Rick Clemente for his patience with the Council during our conference call and expressed regret that he could not be with us in person.

Anne thanked Mark Seifert for his service throughout the last 4 years as the Program Secretary.

13. ADJOURNMENT: 3:57 pm

Respectfully submitted,
H. Wayne Lambert
AACA Secretary