

MINUTES
American Association of Clinical Anatomists (AACA)
Executive Council Meeting
Tuesday, July 19, 2005
Treasury Ballroom
Marriott Financial Center
New York, New York

The executive Council Meeting was convened on Tuesday, July 19, 2005 in the Treasury Ballroom in the Marriott Financial Center, in New York City. President Carol Scott-Conner, M.D., Ph.D. called the meeting to order at 9:32am.

Members Present: Jennifer K. Brueckner, Ph.D., Councilor; Arthur F. Dalley, II, Ph.D., Meeting Manager; Daniel O. Graney, Ph.D., Past-President; John T. Hansen, Ph.D., Councilor; Mark J. Holterman, M.D., Councilor; Brian R. MacPherson, Ph.D., Program Secretary; Todd R. Olson, Ph.D., Treasurer; Thomas H. Quinn, Ph.D., President-Elect; Lynn J. Romrell, Ph.D., Councilor; Lawrence M. Ross, M.D., Ph.D., Secretary; Carol Scott-Conner, M.D., Ph.D., President; Gregory R. Smith, M.S., Councilor; Robert B. Trelease, Ph.D., Councilor; Ronn S. Wade, B.S., Councilor

Members Absent: Stephen W. Carmichael, Ph.D., Editor-in-Chief, CLINICAL ANATOMY; Scott Lozanoff, Ph.D., Councilor; T. Vid Persaud, M.D., Councilor

Guests: David L. Bolender, Ph.D.; Sherry A. Downie, Ph.D.; Beverly Northouse (for Stephen Carmichael); David J. Porta, Ph.D.; Rustin E. Reeves, Ph.D.

Minutes of the Interim Council Meeting held October 16, 2004 at the O'Hare Hilton Hotel, Chicago, Illinois were approved unanimously.

PRESIDENT'S REPORT (Carol Scott-Conner)

Carol first asked Council members and guests to introduce themselves. She next announced the results of the most recent election as follows: Larry Ross, President-Elect; Brian MacPherson, Secretary; Lynn Romrell, Program Secretary; Dave Bolender and Rusty Reeves, Councilors-at-Large, and Dave Porta, Allied Health Councilor. Sherry Downie has been appointed (with the approval of the executive committee) to complete the remaining one (1) year term of Lynn Romrell's term as Councilor-at Large. The ongoing problem of reconciling the AACA database with journal subscriptions with Wiley-Liss was commented upon briefly and would be discussed more fully later in the meeting.

Carol next informed Council of a request for \$1,000 from Louise Louw of the Anatomical Society of Southern Africa, to help support the 36th ASSA Conference in April 2006. She felt this was quite different from our sponsorship of a speaker at the AACBNC meeting, noting that the AACA name was in fact attached to that speaker's presentation. Concerns were expressed about the precedent this might set. The funding of a specific event or speaker was quite different than a general unspecified underwriting of another association's meeting. It was moved and seconded to deny this request. The motion to deny such funds was passed unanimously.

2.

Carol then asked Dan Graney, Chair of the ad hoc committee charged to develop criteria for the Benton Adkins (BA) Distinguished Service Award. Dan referred to his electronically distributed report noting the other committee members as: Jennifer Brueckner, Art Dalley, Anne Gilroy, John Hansen and David Page. The committee had interacted primarily by e-mail, and his report noted the emphasis of this award was for service to the Association, and this service was beyond service of the AACA Council. The Committee felt there was merit in not attempting to define the criteria too specifically. He reviewed the several bulleted items in the report: that the BA Distinguished Service and the Honored Member Awards should be independent, that the BA Award is not an annual award by definition, and more than one award may be given in any one year. An essential criterion was a record of advancing the mission of the AACA, or the discipline of anatomy in general. Nominations must be in writing, no later than September 1st, to the Executive Committee by an active AACA member (could include an active council member) describing the nominees' service, his/her CV, and accompanied by a second (only one of the nominators may be a Council member), and finally, active Executive Committee members are not eligible. It was felt important that the Secretary announce at the Annual Business meeting that written nominations with a second, and the nominee's CV would be solicited via the Members-Only list serve (and perhaps the website) following the Annual meeting. The September 1st deadline would be imposed in order for Council to make its decision at the Interim Meeting. It was also deemed important that Council justify its decision to not make the award on any given year. Presentation of the award would occur at the Annual Meeting's banquet.

Lastly, the need for Tom Quinn, President-Elect to make 20 committee appointments was noted, and that the timing of this process was quite cumbersome. According to our Bylaws, the President-Elect (and other Council members) assumes office at the close of the Annual Business Meeting. Committee appointments would therefore be more easily made at the after-meeting gathering of the Council. This, however, is an unofficial meeting, and not always attended by the full Council. After a review of the appointments that would need to be made, it was decided that Council members would suggest names for appointment to Tom during the meeting, and these would then be announced at the Business meeting. It was also suggested that the Nominating Committee be called into assist in the identification of candidates in the spring of the year such appointments were required, prior to the Annual meeting. It was then moved, seconded and approved, that the Bylaw Committee be asked to create a bylaw that charges the Nominating Committee with providing Council with the names of individuals for appointment to the Association's standing committees at the council Meeting preceding the Annual Business Meeting. Council is to receive these names by June 1st of the year of the appointments.

SECRETARY'S REPORT (Larry Ross)

Before beginning his report, Larry asked Council to select a date for the Interim Council Meeting in Chicago at the O'Hare Hilton. Saturday, October 1, 2005 was selected. He reminded Council that new Secretary, Brian MacPherson, would be contacting them for their lodging needs, and that Council members were responsible for their own travel arrangements. He then called Council's attention to his report, which he had distributed electronically, beginning with a summary of the actions of the Executive Committee since the October Interim Meeting. The Executive Committee had approved naming the student platform award, The Ralph Ger Platform Presentation Award, and the Presidential Address, The Keith L. Moore-LWW Presidential Address. Funds in the editor's Office were approved to bring the president of the Australian-New Zealand Association of Clinical Anatomists (ANZACA), Dr. Helen Nicholson, to the AACCA/BACA Meeting in New York. The Presidential Travel Award monies won by the late Hanno Boon were approved for distribution to his widow, Sietske Boon, in the amount of \$1,500, and the Financial Affairs Committee requested a review of the AACCA records during the New York Meeting. Larry also noted he had requested an electronic vote by Council concerning the release of information from a members file. He had been advised not to release file information.

Larry next reviewed the continuing trend of low voter response in the Association's electronic balloting. He noted only 125 electronic ballots (no paper ballots) had been requested, and just over 100 ballots actually cast in the several candidate categories. These numbers were essentially the same as for 2004, while 140 ballots had been requested and 115 ballots cast in 2003. Around 200 paper ballots were cast in each of the previous 3 years. Considerable discussion ensued as to the reasons for the low membership response, such as e-mail difficulties or overloads, electronic intimidation, general apathy.

He reviewed his experiences with membership application processing since the Interim Meeting, noting that 46 new members had been approved since the Moraga meeting, of which 36 were since the Interim Meeting when he became the point of receipt for applications. Application processing occurred fastest when application materials were submitted electronically, though some still come in a paper format. He indicated he did not feel a new bylaw was required at this time, and recommended that he continue as the point for receipt of applications in his new role as Chair of the Membership Committee.

Larry reported that in the year since the Moraga Meeting, he had been notified of the death of Liberato J.A. DiDio, M.D., D.Sc., Ph.D. from Medical College of Ohio and Burton S. Sherman, Ph.D. from Touro College-School of Health Sciences. He concluded his report by raising the question of a need for a directory of policies that were in effect or being followed by Council (e.g. distribution of membership address list, access to members files, travel and lodging allowances for present vs. past Honored Members, etc.). Larry indicated he was willing to begin the effort to create such a document, and that the input of others would be sought.

EDITOR'S REPORT (Beverly Northouse for Stephen Carmichael)

Bev distributed the Editor's Report to Council, and then called Council's attention to selected items. She noted that 341 manuscripts had been submitted, an increase of over 100. Reviewing manuscripts received by type, she pointed out the 47% were original communications, 22% case reports, and 8% of an educational nature. In the period from June 1, 2004 to May 31, 2005, the Accept/Reject rate had been 106 or 45% and 130 or 55% respectively. The report provided data on the country of origin of manuscripts, noting the top four (4) were the United States, Turkey, United Kingdom and India respectively. Comparative data for 2003, 2004 and 2005 to date was presented, as was accept/reject data by country of manuscript origin for the past three years. Bev indicated the page allowance will be the same (8 issues) but could well increase to 10 issues by 2007. She reviewed the data for manuscript submissions, and page allowances since Vol. 6 in 1993. The impact factor in 2004 was .664, which is up from the .57 figure in 2003. CLINICAL ANATOMY ranks 12th out of the 16 major anatomical journals, the top journal being the Journal of Pineal Research.

TREASURER'S REPORT (Todd Olson)

Todd began his Treasurer's report by noting the letter and report from Steve A. Johnson, the AACA's accountant. He noted the decline in the revenues from membership dues from \$58,582 in 2003 to \$43,647 include approximately \$8,000 received from many members who had in fact been in arrears of their dues. He reported there were 438 active members, of which 20 are Senior (retired), no journal members. He concluded that there had been a drop in the membership numbers, resulting in a revenue decrease of close to 25% from this source. Discussion ensued speculating on the possibility that many M.D. members may have ceased paying dues because clinical associations have recently been increasing their dues significantly. The Membership Committee was charged with providing Council with a profile of the types of members we currently have on our rolls (Ph.D., M.D., D.D.S., M.S., student/resident, retiree). He continued, noting the large revenue amount of \$111,431 generated by the scientific meeting in Moraga was due to in large part to all finances being processed through the Treasurer's office (not utilizing a CME office). He pointed out this was similarly offset by a large expenditure in this category of \$89,950, but that we did have an ending CASH BALANCE of \$159,298 vs. \$123,318 in 2003. He felt it might be in the Association's best interest to try to continue revenue generation from the scientific meeting rather than increase our dues. Todd reported the necessity of keeping a larger than normal amount of monies on hand in booking the Marriott Financial Center for the New York meeting because the 2003 (Graz) and 2004 (St. Mary's) meeting had not been held at a US hotel, which could be consulted concerning credit allowances.

Todd next called Council's attention to the June 2005 Bank Statement, noting \$202,927 was on deposit which includes the over \$30,000 collected from exhibitors (directly – not via a CME office) for the present meeting. He reported the Albert Einstein CME office had in their banking account, \$82,025, thus giving us actually about \$285,000 on hand. He anticipated revenues from the meeting to be \$16,000-20,000. Art Dalley noted that post-9/11, hotels were requiring increased deposits, and this suggests the Association ought to keep more funds accessible than

had been the case in the past. He thought Toronto would likely require a \$40,000 deposit for 2008, and that such deposits would likely occur one year in advance of the meeting. Taking out meeting cancellation insurance can apparently offset the large meeting deposit expense.

Todd gave a brief report on meeting statistics, indicating there were 924 nights occupancy at the Marriott, with approximately 30 meeting registrants staying at another hotel or with friends. There were 328 paid registrants, with around 13 accompanying persons, and around 40 registered exhibitors. He indicated that a small percentage of the registrations occurred past the late registration deadline, and urged that the significant late fee charge be continued. He also reported there had only been 4 cancellations subsequent to the bombing events in London, and noted there were 29 BACA registrants. He acknowledged the substantial assistance of Greg Smith from the Financial Affairs Committee during the final days before the meeting. He indicated that all bills have been paid, and Council members reimbursed for expenses. The monies for the Travel Award won by Hanno Boon would be going into an educational trust fund, and that post-9/11 regulations make transfers of \$US to foreign countries more involved, but that the necessary account information was being obtained from Jan Meiring, and the transfer would be occurring in the near future. It was noted that there had been no revenue sharing with the BACA related to the 2000 meeting, though there had been some related to the 1st Joint Meeting hosted by Alan Green. It was proposed that any revenue sharing related to the New York meeting be done on a per capita basis of 29 registrants, and Todd was asked to devise a formula for this purpose.

PROGRAM SECRETARY and WEBMASTER REPORTS (Brian MacPherson)

Brian distributed his reports, beginning with the Program Secretary Report, noting this meeting would have 116 poster, 44 platform, and 12 Techfair presentations, with approximately 25% coming from the BACA. In this latter regard, he acknowledged the help provided by David Heyling, the BACA Secretary. The most significant problem with this year's meeting concerned the suspension of the manuscript requirement for platform presentations, though they would be accepted, and those authors with a manuscript would receive priority for a platform presentation. A dual session would be needed for Friday morning to accommodate the platform presentations, and 12 presenters had to be shifted to a poster session. Brian acknowledged his significant use of the Program Committee for the first time, and thanked Brandi Schmitt, Wojciech Pawlina, Geoff Guttman, Todd Olson, Rusty Reeves and Anne Gilroy for their help in the planning process. The Call for Abstracts and the Dues Notice were mailed simultaneously this year. He noted the manuscript requirement policy still needs refinement, such that a paper manuscript will be required at the time of presentation, with an on-line submission to CLINICAL ANATOMY following the meeting. Student award certificates are ready and will be mailed to the awardees following the meeting. He has developed a duties timetable for his successor, Lynn Romrell.

Todd Olson, the New York co-host updated Council, indicating that of the 328 registrants, 89 are from overseas, with 29 from the UK and 10 from Japan. He reviewed the other countries in attendance as well. He indicated the banquet was sold out at 375 tickets distributed, and half the

exhibitor space would be needed to accommodate the banquet. Nineteen new members are in attendance, and 85 are registrants attending their first AACA meeting. There were 14 people signed up for the Accompanying Persons tour. There are 52 registrants for the postgraduate course on Saturday. Discussion ensued about the Association investing in the purchase of computer projection equipment (switching box, cables, LCD projector).

Brian next gave his Webmaster Report, noting that Anne Gilroy's Registry of Anatomic Educators, and the registration form for the registry are now on the web. He reported the AACA On-line Membership Database is now a single entity, updated weekly. Filemaker 4.0 is ideal for the database, with the newer 7.0 format having certain restrictive features. Other changes in operating systems are likely to cause additional problems, and he intends to stay with the 4.0 version for now. He will be working on a web-submittal form by which members can submit changes to their directory information. He indicated he presently favors a form that the member would complete and this would then come to him. He is about caught-up with sending out certificates to new members, and Todd's secretary now forwards information on payment of dues as dues are received. Brian noted his change to the web-based application form, such that it now is sent to both Larry and to himself. New applicants are added to the database under "Applicant" status, which is then changed to "Newly Elected" and then to "Active" when their dues are received. Brian reported the ongoing difficulty AACA member's addresses and Wiley-Liss related to Journal subscription and receipt of the Journal. Apparent misrepresentation on Wiley's part about the information format they required perpetuated this problem. Brian has been working with great frustration with Ms. Lucy Woo at Wiley, and appears to have now made some progress, such that master address information will now go to Wiley on each July 1st, with end of the month updates based upon dues payments or new member acceptances. He indicated that Jerry Tieman, the web hosting service he had been using at \$40/month would no longer be available in the near future, and he would be seeking a replacement. He felt the webmaster activities would integrate smoothly with those of the office of AACA Secretary over the next 3 years.

FUTURE MEETINGS

23rd Annual Meeting, 2006 – Medical College of Wisconsin, Milwaukee (David Bolender)

The meeting is scheduled for July 12-14, 2006, with the postgraduate course on Saturday, July 15, 2006. Council Meeting would be on Tuesday, July 11th. The meeting will take place at the Hyatt Regency Hotel, and CME will be used for the meeting. The room block is currently at 165 rooms, but subject to change to 200 later as needed. The postgraduate course is to be on some aspect of pediatric surgery, and a July 5th meeting with the pediatric surgeon was met with enthusiasm, and this program is moving forward.

24th Annual Meeting, 2007 (Art Dalley)

Art reported that he had received two informal invitations to host a meeting in 2007. One is from Rick Drake at the Cleveland Clinic Lerner College of Medicine of Case Western Reserve University. The second is from Josef Stingl from the Charles University in Prague, to be a Joint EACA/AACA meeting in September 2007. In both cases, the AACA Meeting Requirement

documents need to be sent and completed. He suggested a positive response to both invitations was in order, with a request to submit more formal proposals. Concerns were expressed about the September date for the Prague meeting, the short notice, the cost, and another international meeting close in time to the Graz meeting. A ten (10) year interval for such international meetings was suggested, and perhaps having such meeting include the BACA when they are scheduled to be the host of our Joint Meetings. An informal invitation from Kenneth Jones at Ohio State was not deemed feasible at this time, but overtures from Terry Ma at Touro University in Las Vegas would be explored further for either 2007 or 2009.

25th Annual Meeting, 2008 – University of Toronto (Anne Agur)

Art reported that planning is progressing well for the 2008 meeting in Toronto, and Council's attention was directed to several documents distributed electronically from Anne Agur. Lodging is likely to be at a university residence (a former hotel) at \$94 Canadian per night. A nearby hotel has a \$169 Canadian rate. The postgraduate course will probably deal with Hand Surgery & Rehabilitation. CME services will be used, and a deposit with the CME office will be required. Their proposal was formally accepted.

COMMITTEE REPORTS

Anatomical Services Committee (Ronn Wade)

Ronn referred to his report distributed electronically, noting the evolution of the Committee from the former Willd Body Special Interest Group or SIG. He noted the Committee's activities related to anatomical donation programs, cadaver procurement, various non-transplant tissue banks, and legislative, regulatory and policy concerns. The Committee has recognized the need for uniform national guidelines, as has the shortages in specimens as the result of expanding institutional and training programs. He described the diversity of the committee membership, that it is active and engaged, and networking with the AAA and HAPS. He distributed a number of position paper/statements from organization like HAPS and the Institute of Anatomical Sciences in the UK. He reported the creation of the Anatomical Services list serve at the University of Maryland is still underway.

Bylaw Committee (Todd Olson)

No report.

Career Development Committee (Anne Gilroy)

Council was directed to Anne's electronically distributed report in which she noted the Registry of Anatomic Educators became active in late winter. A downloadable application is available now, and an on-line application will be available in the fall. She noted 11 applications have been submitted, and that a reciprocal agreement with the AAA has been established. The CDC Symposium title is "Teaching Strategies for Clinical Years: What Works and What Doesn't". Four speakers will present. A Mentor Social is scheduled to follow the symposium, and a raffle of texts authored and signed by AACA members will take place. Travel expenses of \$600 will be paid to the one non-AACA symposium speaker. The terms of all Committee members will

expire at the meeting and a Chair and 2 other members need to be appointed. Two additional members are to be elected by the SIG.

Educational Affairs Committee (Wojciech Pawlina)

The EAC Symposium is entitled “The Role of Medical Health Science Institutes in PreK-12 Outreach Programs”, and will include 6 separate speakers from across the country giving presentations related to the title. The EAC Invited Lecture, recruited by Geoff Guttman, will be given by Marc Prensky, and is entitled “Engage Me or Enrage Me: Educating Today’s Digital Native Learners”. Educationally related collaborations continue with the AAA. The terms of all EAC members (Wojciech Pawlina, Geoff Guttman, Cristan Stefak, Dave Porta, and James Walker) terminate at this meeting. Wojciech recommends Geoff Guttman and Cristan Stefak be appointed the next co-chairs.

Financial Affairs Committee (Greg Smith)

Greg reviewed the Treasurer’s system of record keeping, and his personal sense that financial affairs are indeed caught up in the Treasurer’s office at this time. He felt that many of the recent problems in the Treasurer’s office were due to Todd taking on too much, as related to hosting the meeting. Brian asked who had access to our bank account? Concerns about Todd’s inaccessibility were expressed. One specific difficulty discussed was the size of the Editor’s office budget, or its low credit card limit. The Editor has brought considerable funds to the Association through the latest contract, and despite some old history, it might be best to provide that office with its own funds. Alternatively, the limit of \$500 for the Editor’s credit card might be increased to a more functional level. It was agreed to raise the limit to \$2,500.

Journal Committee (Tom Quinn)

Tom referred to his distributed report, indicating that since the Interim Meeting, the Committee (Tom Quinn, Carol Scott-Conner, Anne Agur, and Andreas Weiglein) had been primarily involved in the review of Stephen Carmichael, the Editor-in-Chief’s first 5-year term, for the purpose of possible reappointment. The Committee’s findings were most positive, achieving several milestones for our Journal, CLINICAL ANATOMY. Tom noted Stephen had assembled a superb editorial team, starting with Stuart McDonald (BACA) and Bob Leonard (AACA). Personal reasons resulted in the loss of Bob Leonard from the team, but he was soon replaced by Rob Spinner, who was then joined by Mark Seifert, and lastly by Anna Agur. An equally excellent staff of Ms. Beverly Northouse and Melissa Kim, M.D reinforces this team. Stephen has forged strong relationships with Chinese anatomists, adding Shao-Xiang Zhang, M.D., Ph.D. to the expanding Editorial Board. His interaction with Wiley, the Journal publisher, has resulted in the Journal going from six to eight issues per year, an on-line review process and publication after galley proofs are received, reduced color plate costs, increased rates of submission with concurrent increased rejection rates.

Stephen was responsible for a successful renegotiation of the contract with Wiley in July 2002, which otherwise would have been automatically renewed. By negotiating with 13 publishers, he obtained from Wiley a new contract with increased support for the Editor’s office and the Association of \$60,000. More recently, he has successfully obtained agreements with the

Australian and New Zealand Association of Clinical Anatomists (ANZACA) and the Anatomical Society of Southern Africa (ASSA) to make CLINICAL ANATOMY the official journal of their associations. These accomplishments have not only strengthened the journal itself, but our Association as well, and lead the Committee to recommend Stephen Carmichael for an additional (and final) 5 year term as Editor-in-Chief.

Todd Olson brought up the issue of the amount of our dues that goes towards a Journal subscription. A review of the Wiley Contract revealed the member subscription rate for calendar year 2003 was \$85.00, and that it would increase \$5.00 each calendar year thereafter, so that in 2005, \$95.00 out of a member's \$125.00 dues, is for their Journal subscription.

Membership Committee (Tom Quinn)

Tom's report noted that 10 new members had been approved between the Moraga Meeting and the Interim Council Meeting in October. Since the Interim Meeting, application material began being received by the Secretary, who then distributed them to the Committee (Tom Quinn, Dan Graney and Brian Curry) for review. Using a rolling review process, 36 new members were approved. A list of the 46 new members was attached to his report and would be posted and presented at the Business meeting.

Todd Olson expressed his concerns with the current membership process, which he characterized as cumbersome and complex. He reviewed his sense of the process, citing the problematic task of tracking dues payments in his office. Noting the process is controlled by the Bylaws, his several suggestions included: up-front payment of dues with the application form, a 3-5 month probationary period during which the membership would review "proposed new members", automatic approval of these individuals in the absence of any objection to an individual, refund of the applicant's dues if the application packet were not complete after 60 days. Discussion on several of these items ensued, and the Membership Committee was charged with reviewing its process and these issues. Todd also asked Council for approval to create a bylaw change that would strike the requirement of a Dean and Department Chair letter for student applicants. Council saw no problem with such a change.

Nominating Committee (Bob DePhilip)

The report of the Committee (Bob DePhilip-Chair, Doug Gould, Dan Graney, Anna Agur and Neil Norton) had been distributed electronically. The Committee had communicated largely by e-mail, first dealing with the question of the historic tradition of alternating basic science anatomists with clinicians for the President-Elect position. A best candidate approach was taken. Two candidates for each open position were selected, drawing upon suggestions from each committee member, as well as other Association members. The field was narrowed, each nominee contacted to verify willingness to stand as a candidate, and the slate sent to the Secretary by the Jan. 1st deadline. Bob made two suggestions in his report. First he urged that the coming open positions be announced at the Business Meeting, and second he suggested, that

nominations be solicited from the membership via the Members-Only list serve. Council was reminded that the Nominating Committee would be recruited to help provide names for committee appointments in the future. In the 2006, 2 Councilors-at-Large and the Anatomical Services Councilor positions will be up for election.

Program Committee – 2005 (Brian MacPherson)

No report, other than that noted in the Program Secretary's Report.

COUNCILOR'S REPORT

Jennifer Brueckner

Jennifer reviewed her written proposal for an AACA Academy of Educators, indicating it would be an honorary group, recognized for their contributions and expertise in all aspects of anatomical education. It would have a tiered membership, to hopefully encourage the participation of younger anatomists. Jennifer was encouraged to bring an implementation plan to the Interim Council Meeting in October, so that Council can help to make the project a reality. This could involve the creation of a specific committee for the academy.

John Hansen

John had submitted a report in which he proposed the development of a Guide for PBL Faculty Tutors.

Mark Holterman

No report.

Scott Lozanoff

No report.

Vid Persaud

No report.

Lynn Romrell

No report.

Greg Smith

Greg's electronically distributed report noted his activities in the promotion of the AACA to Bay Area anatomists in allied health programs. This was accomplished with fair success on top of hosting our 2004 Annual Meeting. He urged the AACA to continue its outreach to allied health programs around the country.

Bob Trelease

Bob referred to his electronic report and noted his ongoing efforts to get Terminologia Anatomica on the Web, his continued involvement in Joint Educational Affairs activities between the AACA and the AAA, and his early efforts in generating digital audio archives of our Educational Affairs Symposia.

Ronn Wade

No report, other than that noted in the Anatomical Services committee report.

OLD BUSINESS

NEW BUSINESS

Art Dalley expressed concern about what often occurs when Council extends an invitation to unique guests (e.g. Ruth Adkins, Julia Marks) and what sometimes occurs when these guests arrive at our meeting. Confusion often occurs about the payment of hotel accommodations, registration and banquet fees, and the like. A letter from the President should specify the allowances that will be in place. It was felt these specifications ought to be included in the proposed Policy Directory. It was recommended that the necessary inquiries and steps be taken in this regard for Julia Marks (complimentary hotel room and waiver of registration and banquet fees) who will be attending.

There being no further business, the meeting was adjourned at 2:43pm

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