

MINUTES
American Association of Clinical Anatomists (AACA)
Executive Council Meeting
June 4, 2002
Live Oak Room
Doubletree Hotel & Conference Center
Gainesville, FL

The Executive Council convened on Tuesday, June 4, 2002 in the Live Oak Room of the Doubletree Hotel & Conference Center in Gainesville, FL. At 9:32am, the meeting was called to order by Daniel O. Graney, Ph.D., President.

Members Present: R. Benton Adkins, Jr., M.D., Past-President; Stephen W. Carmichael, Ph.D., Editor-In-Chief, CLINICAL ANATOMY; Michael A. Casey, Ph.D., Councilor; Daniel O. Graney, Ph.D., President; James W. Holsinger, M.D., Ph.D., Councilor; Brian R. MacPherson, Ph.D., Program Secretary; John A. Negulesco, Ph.D., Councilor; Wojciech P. Pawlina, M.D., Councilor; Thomas H. Quinn, Ph.D., Treasurer; Lawrence M. Ross, M.D., Ph.D., Secretary ; Carol Scott-Conner, M.D., Ph.D., President-Elect; Andreas H. Weiglein, M.D., Councilor

Members Absent: Geoffrey D. Guttmann, Ph.D., Councilor

Guests: Ms. Beverly Northouse, Hugh A. Patterson, Ph.D. Gregory R. Smith, M.S., and Robert J. Spinner, M.D.

Minutes of the Interim Council Meeting held October 20, 2001 at the O'Hare Hilton Hotel in Chicago, Illinois were approved unanimously. The agenda was altered to move the report of the Editor-In-Chief to the first item, the report on the Graz Meeting also needed to be moved forward, and the report on the 21st Annual meeting, 2004 was shifted to the end of the meeting.

REPORT OF THE EDITOR-IN-CHIEF (Stephen Carmichael)

Stephen began by introducing his editorial assistant, Ms. Beverly Northouse upon whom he relied heavily. He stated the Journal was doing very well in large part due to the efforts of the membership who contribute manuscripts and serve as reviewers. He noted over the past 10 years, manuscript submissions has tripled, numbering 194 in the most recent 12 month period. (He called attention to the benefit to be derived from the creation of the Presidential Travel Award for which a manuscript is required in order for a candidate to be eligible.) He noted Ms. Beverly Northouse; his Editorial Assistant, had recently tracked the country of origin of submitted manuscripts. The greatest number came from the US and the United Kingdom. He called special attention to China, Japan and South Korea, which had a combined total of close to 280 medical schools but only 3 manuscripts submitted. He hoped this trend could be changed in the future. He indicated the relatively large number of submissions (25) from Turkey. The UK has more subscriptions than does the US, and he expressed his hope this trend would improve.

Stephen indicated the manuscript rejection rate was at 40% and had been reasonably stable over the past several years. He hoped the acceptance/rejection rate would approach 50/50. He explained the large number of manuscripts listed as pending were in fact those being reviewed or being revised by the authors. Key to the acceptance process was evidence of 'good science', and individuals were available to assist authors for whom English was not their first language. As President of the Association of Anatomy, Cell Biology, and Neurobiology Chairpersons, he has

been recruiting potential reviewers. His goal was to increase the number of reviewers such that reviewers would review one (1) manuscript per year, and this might secondarily also speed the manuscript review process. Currently he has a backlog of 1-2 issues worth of accepted manuscripts. Stephen also presented recent citation data, and the rate has risen from .500 to .650, with a target of 1.00 hoped for in the future. Stuart McDonald, the BACA Editor, reported 46 manuscripts reviewed. He announced Mike Casey and Janusz Morys had joined the Journal's Editorial Board. Jim Holsinger said he would try to increase participation by Chinese anatomists, and Stephen asked that a prominent Chinese anatomist be identified for the Editorial Board. Carol Scott-Conner indicated the Journal Committee had identified a need for business cards for the Journal, to be used by the Editorial Board, Council or any AACA member who might be able to increase journal visibility.

Stephen continued his report by reviewing the contract renewal process that had recently taken place as the current contract with Wiley-Liss was to expire at the end of 2002. The previous and the present contract had automatic renewal clauses if new contracts were not agreed to by the end of June of the year in which they were to expire. Proposals were solicited from approximately twelve (12) publishers, and replies were received from Blackwell Scientific, B.C. Decker, Humana Press, Springer-Verlag and Wiley-Liss. An ad hoc Journal Oversight Committee composed of Carol Scott-Conner as Chair, Ben Adkins, Terry Ma, and Stephen Carmichael, was formed by the Journal Committee to review the proposals. This committee and a similar BACA committee reached a unanimous decision to accept the Wiley-Liss contract proposal which will end in 2007. He described the increase in support to the Editorial Office, from \$20,000 to \$60,000, and noted this increase was retroactive to 2002. The Editorial Office expenses had been approximately \$40,000 per year. In addition, Wiley-Liss would be working hard with the Editorial Office to achieve electronic manuscript submission and review, and he hoped this web based system would be in place by Fall of 2002. The possible need for computer hardware upgrade was also discussed. In response to a BACA priority, color plate costs would decrease from \$800 to \$500, and on line color illustrations would be free. He acknowledged the contributions and support the Journal receives from the AACA Editor, Bob Leonard, and the BACA Editor, Stuart McDonald, and indicated an excellent working relationship has been achieved with them both. Carol Scott-Conner stated credit for the new contract should go to Stephen Carmichael. Dan Graney said that issues concerning on line access and downloading were a concern and will be under discussion with the Wiley-Liss representative Ms. Nancy Olson. Tom Quinn expressed his concern about the lag time between subscription notification of Wiley-Liss by his office, and receipt of the Journal.

Stephen concluded his report by informing Council he had been contacted by Rick Drake who is involved in educational affairs activities for the American Association of Anatomists (AAA). Rick asked if the AACA was interested in having the AAA's planned symposium on 'Teaching Anatomy in the Modern Medical School Environment' (scheduled for the Experimental Biology 2003 Meeting) also presented at the 2003 Graz meeting. The problem of covering travel expenses for the speakers was raised, and Council agreed the AACA could present this topic itself.

TREASURER'S REPORT (Tom Quinn)

Tom distributed his report, calling Council's attention first to the Accountant's Compilation Report and the Statement of Cash Receipts & Disbursements as of December 31, 2001. He gave Council updated cash balances, as of the end of May 2002 as follows: Checking Account - \$16,192.34; Money Market Account - \$20,147.09; Savings Account - \$7.95; Certificates of

Deposit - \$32,420.12 and \$21,864.04 for a Total Cash Balance of \$90,631.54. Tom next referred to his Projected Budget for 2003, noting Dues Income for the current year of 2002 was lagging and he was concerned we were losing both members and revenue. Following discussion, Council moved to empower Tom to establish a VISA/MC account to facilitate dues payment by credit card. Considerable discussion ensued around the problems created by approval of new members twice a year, the end of year dues notice from the Treasurer's office, and the start of Journal subscriptions. Carol Scott-Conner said she and the Membership Committee would be in favor of having a single approval cycle of new members. She suggested a September 1st application deadline be established. During the year, the Membership Committee would utilize an ongoing review of applications, the new members would be presented at the October Interim Council Meeting, they would receive their dues bills in November/December, their membership and Journal subscription would begin in January of the following year, and they would receive their membership certificates at the Annual Meeting. This new membership application review process was approved by Council.

Brian MacPherson emphasized this issue and other initiatives to be discussed require an accurate, up to date and accessible membership database. Tom called Council's attention to the problems he has with some institutional dues payments when the institution does not include the names of the individuals. Tom lastly raised the recurring problem of international members for whom our \$US dues and registration fees pose a significant financial hardship. Tom asked for a motion authorizing him to include a category on the dues notice whereby members can make donations to support international members who are in need of assistance. After considerable discussion, an ad hoc committee composed of Jim Hollsinger and Tom Quinn would create a policy and procedure document for this issue, to be presented at the October Interim Council Meeting. Andreas Weiglein cautioned Council that invitations extended to international individuals may incur liability for emergency medical expenses, as had been their recent experience in Graz.

SECRETARY'S REPORT (Larry Ross)

Larry asked Council for a consensus agreement for a date on which to hold the Interim Council Meeting in October at the O'Hare Hilton. The dates of October 19th and October 26th were suggested. Since several Council members had to check calendars at their offices, it was agreed Larry would poll Council by e-mail to determine the preferred date. He asked Council members if they knew of any deceased AACA members to be announced at the Business Meeting in addition to Dr. Lewis Miltenberger and Dr. A Cullen Richardson. An additional name was raised and would be checked for membership in the AACA. Larry deferred discussion of electronic balloting until Brian MacPherson's report. Andreas Weiglein indicated commercial exhibitors would be a part of the Graz meeting and Larry said he would invite this year's exhibitors to attend and exhibit at the Graz meeting in correspondence sent out after this meeting.

Lastly, he reminded Council of the e-mail he had sent out concerning committee membership, and suggested it be discussed at the time of committee reports.

A correction was made to the day and time of the Business Meeting listed on the Agenda distributed with the registration materials. The day and time in the Program was correct.

FUTURE MEETINGS

1st Joint AACCA/EACA Meeting, 2003 – Graz, Austria (Andreas Weiglein)

Andreas reminded Council the dates for the 2003 Meeting in Graz were July 7-12. He said the Spanish Association of Anatomy had cancelled a planned meeting and were offering grants for their members to attend, and Malaysian anatomists would also be attending. Austrian Airlines, Tyrolean Airways and Lauda Air had the most frequent flights to Austria, which also offers a meeting discount fare. He identified a US travel agent for meeting bookings. The accompanying persons program will cost \$195 for a 3 1/2 day program. He indicated all information concerning the Graz Meeting was now on the Meetings homepage at: <http://www.clinanat03.at> Registration fee will be \$270 payable with credit cards, and will include meals, banquet and public transportation pass. The Postgraduate Course on “Common Invasive Procedures” will also cost \$270 and its focus is for clinical anatomists and those interested in the Graz ‘soft embalming’ process. He indicated the AACCA might expect revenues from the meeting of \$5,000-15,000. In response to a question regarding air travel, he said there were direct flights to Vienna from New York and Atlanta, and flights are available to Graz. Graz was a 2 1/2 hour train ride from Vienna or a 2 hour drive. Andreas would provide Council with a list of 3-4 hotels to select from, and perhaps Council would stay at the same hotel. Andreas was asked about the anticipated balance between platform and poster presentation, and he indicated they would be able to accommodate approximately 300 posters at the same time. He also said there was a room for computer based presentations could take place. He concluded by saying he had a short power point presentation for the Business Meeting.

Annual Meetings, 2005 and Beyond (Larry Ross)

Larry indicated Greg Smith would make a presentation regarding 2004 later in the afternoon, after his presentation at the Career Development Committee (CDC). There were no formal invitations on the table for 2005 or beyond. As the 2005 meeting is to be a Joint AACCA/BACA Meeting, Toronto was mentioned as a site that would be a convenient destination for BACA members. An informal invitation was extended by Stephen Carmichael to host the 2006 meeting.

PROGRAM SECRETARY & WEB ADMINISTRATOR’S REPORTS (Brian MacPherson)

Brian referred to his Program Secretary Report which he distributed, noting there were 189 registrations at this time. He called Council’s attention to the record number of submitted abstracts (92), of which 52 were for platform presentation and 40 by poster presentation. The large number of platform presentations has created a very full program, pushing us towards either evening or concurrent sessions (as we had in Cambridge). It appears the authors of education related papers all want to make platform presentations. One possibility for future programs is to have a tech fair-like sessions for some or most of these types of presentations using projections or table set-ups for the computers. He doubted this by itself would solve the problem, and many hotels charge large amounts for just table set-ups. He noted there were 10-12 submissions for the Presidential Travel Award and each were expected to present a manuscript to the moderator. It was moved, seconded and approved unanimously by Council, to require a manuscript, suitable for submission, in order for an abstract to be considered for platform presentation starting at the 2004 Annual Meeting. Brian concluded his Program Secretary Report by discussing the problem of Art Dalley’s absence on Council has created related to meeting planning. Art’s long tenure on Council and his deep ‘institutional memory’ about the AACCA and the many facts and facets concerning our annual meeting planning are invaluable. Some form of place on the Council needs to be created so that this information is more readily at hand. After discussion, it was decided that Dan Graney would approach Art with the concept of

Art assuming a Council position (ad hoc or official) involved in program planning. This would likely also include some form of compensation and the generation of a Manual for Meeting Planning and CME Accreditation.

Brian next presented his Web Administrator Report, noting our URL has been renewed for nine (9) years with a new company. The old company did not notify him the fee was coming due and consequently our site was down for 5 days. He indicated it would cost approximately \$1,500 to hire a consultant to reconfigure the web site using Macromedia's Dreamweaver software, which appears to be the software of choice for this purpose. It is very versatile and can handle a wide variety of plug-in programs. He indicated the consultant had emphasized the criticality of an accurate database in order to institute electronic balloting. Although we could probably use another organization's site for balloting (there would be a small fee), he felt we should proceed on our own as it would require our providing them with our database. It was moved, seconded and approved to hire the consultant he had mentioned, to reconfigure the web site.

COMMITTEE REPORTS

Constitution & Bylaws

The Committee is composed of Todd Olson, (chair and the member-at-large), Al Pawlina and Mark Seifert (appointed by Council), and David Peck and Terry Ma ex officio. Council needs to make appointments to replace Al and Mark. Dan Graney expressed his concern that a group is identified that could work effectively, and Council appointed Rob Spinner and Al Pawlina (replaced by Rick Clemente subsequently during the Annual meeting).

Educational Affairs Committee (Mike Casey)

Mike distributed his report in which he indicated the topic for the Educational Affairs Symposium for this year's meeting would be "history of Anatomy: A Review/Refresher" to be given by Vid Persaud, Mike Casey, Bob Acland, Art Dalley and Dave Porta. Topics for the 2003 and the 2004 meetings will be identified. He indicated the 'Clinical Anatomy of the Neurological Examination' is close to completion and the 'Clinical Anatomy in the Dental School Curriculum' being overseen by Brett Oxberry, is still in the planning stages. It was suggested that when all the AACA Clinical Anatomy documents were completed, they be collated into a single monograph.

Financial Affairs Committee (Tom Quinn)

Tom said the Committee composed of Todd Olson, Neil Norton, Carmine Clemente and he had conducted business primarily by telephone. They had begun to investigate setting up a VISA/MasterCard and/or web-based banking account for receipt of dues.

Journal Committee (Carol Scott-Conner)

Carol said there were no additional issues beyond those items presented in the Editor's Report. She did however express some concerns about the AACA's relationship with the Wiley-Liss representative, Ms. Nancy Olson. Our interests related to issues such as on-line access would be monitored carefully in the near future. Journal Committee is composed of Tom Jenkins, Andreas Weiglein, Tom Quinn, Carol Scott-Conner, Stephen Carmichael, and Bob Leonard.

Membership Committee (Carol Scott-Conner)

Carol distributed a handout summarizing the status of nineteen (19) completed applications for active membership and five (5) associate membership. She had recruited the assistance of two Iowa City AACA members (Wayne Richenbacher and Kathleen Anderson) in reviewing the

application files for criteria and completeness to speed the process in time for this meeting. Council approved the applications for the active membership of: Douglas Anthony, Huaye Chen, John Cork, Mohammed Diab, Linda Durham, Noelle Granger, Michael Hendrix, Christine Hopkins, Jose Jaraquemada, Abdo Jurjus, Jonathan Leo, Bruce Maley, Joseph Miller, Stuart Morrison, Melburn Park, Brandi Schmitt, Mark Torchia, Harold Traurig, and Joel Vilensky, and associate members: Macey Bray, Jennifer Burgoon, Adam Hoverman, Krista Johannsen and Ernest Talarico. Concluding discussion concerned the need for timely entry of these new members names and address information into our database.

Nominating Committee (Ben Adkins)

As noted on the Agenda, Council will need 2 Basic Science and 1 Clinician Councilors in 2003. In addition to himself, Carol Scott-Conner and Bob DePhilip make up the Committee. He reviewed the previous year's candidates and nominees. Ben asked for suggestions by telephone or e-mail of potential candidates for these three Councilor positions, noting that four (4) Basic Science and two (2) Clinician nominees were needed for the ballot. He hoped to have final list of nominees by the Interim Council Meeting in October. Discussion ensued around the past ballot process versus an anticipated electronic ballot in the future, and how this relates to our current Bylaws. Larry Ross noted that with a membership of over 550 which receives ballots, only around 200 are return for tally. It was agreed the earlier an electronic ballot could be implemented, the better.

COUNCILOR REPORTS

Before beginning the Councilor's reports, Dan extended appreciation to the three Councilors whose terms in office expire at the end of this Annual Meeting: John Negulesco, Al Pawlina and Andreas Weiglein. Anne Agur, Michael von Ludinghausen and Rob Spinner would be assuming office at the of this year's meeting.

Mike Casey

Mike distributed his report, noting again the History of Anatomy as the topic for the Educational Affairs Symposium. He indicated he wanted to take the initial steps towards the formation of a Gross Anatomy Course Directors Special Interest Group (SIG). Dan said he would bring this to the attention of the membership at the Business Meeting under New Business.

Geoff Guttman

Absent – no report

Jim Holsinger

No report

John Negulesco

No report

Al Pawlina

No report

Andreas Weiglein

No report

OLD BUSINESS

Brian MacPherson said he had successfully documented how far back membership certificates had not been given out, and it appears to have begun with the 1999 Iowa City Meeting. He showed Council the new certificate he had designed and had printed. Several former presidents and secretaries were signing large numbers of these at this meeting. Larry Ross indicated he would provide Brian with a cover letter to go out with the certificates.

NEW BUSINESS

Stephen Carmichael proposed Art Dalley be our Honored Member for the 2003 Meeting in Graz. There was unanimous agreement by Council. Dan would notify Art towards the end of this year's meeting.

Brian informed Council that a minor problem existed with the CDC in that 39 individuals were attending but only 32 had registered.

FUTURE MEETING –continued**21st Annual Meeting, 2004 – St. Mary's College, Moraga, CA (Greg Smith)**

Greg made a power point presentation indicating the 2004 meeting would most probably be mid-June of that year, but the final dates were still being negotiated with St. Mary's. The meeting itself would be at St. Mary's College, while the Postgraduate Course on 'Virtual Surgery' most likely would be at U of California – San Francisco, although it possibly could be at St. Mary's.. Stanford University would also be assisting in hosting the 2004 Meeting. He described St. Mary's location as 25 miles east of San Francisco, and easily reachable from San Francisco or Oakland, and the Bay Area Rapid Transit (BART) passes Moraga. St. Mary's is primarily a teaching college run by the Christian Brothers and has a strong science program. He showed the Science Center, built after the college received an anonymous \$40 million gift. He showed the large room, which can accommodate 250 people in which the scientific sessions would be held. An adjacent room could accommodate posters and perhaps commercial exhibitors. He had secured dorm rooms for lodging, and he emphasized these were like apartments rather than the stereotypic dorm rooms that usually come to mind. The cost would be \$30 per day, which would also include two (2) meals. There are nearby motels, and there will be no charge for parking on campus. He showed the Dining Commons where the banquet would be held. There are exercise facilities, tennis courts, hiking trails, and a swimming pool. There are no summer sessions at St. Mary's and we would have the campus largely to ourselves. Pat Patterson from UCSF made presentation on the proposed Postgraduate Course on 'Virtual Surgery' in which the capabilities of the virtual reality DaVinci Device would be demonstrated. He felt some AACA meeting attendees might move to a San Francisco hotel Friday afternoon if they planned to explore that city after the meeting was over, others might have rental cars, and bus transportation to and from the postgraduate course site was also being investigated. Council unanimously accepted the invitation from Greg to host the 21st Annual Meeting of the AACA in June, 2004.

There being no further business, the meeting was adjourned at 4:38pm.

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

