

MINUTES
American Association of Clinical Anatomists (AACA)
Executive Council Meeting
Monday, July, 7, 2003
Institute of Anatomy, Karl-Franzens University
Graz, Austria

The Executive Council Meeting was convened on Monday, July 7, 2003 in the Institute of Anatomy of Karl-Franzens University, Graz, Austria. President Daniel O. Graney, Ph.D. called the meeting to order at 09:38.

Members Present: Anne M.R. Agur, Ph.D., Councilor; Stephen W. Carmichael, Ph.D., Editor-in-Chief, CLINICAL ANATOMY; Daniel O. Graney, Ph.D., President; Geoffrey D. Guttmann, Ph.D., Councilor; James W. Holsinger, M.D., Councilor; Michael von Ludinghausen, M.D., Councilor; Brian R. MacPherson, Ph.D., Program Secretary; Thomas H. Quinn, Ph.D., Treasurer; Lawrence M. Ross, M.D., Ph.D., Secretary; Carol Scott-Conner, M.D., Ph.D., President-Elect; Robert J. Spinner, M.D., Councilor

Members Absent: Arthur F. Dalley, II, Ph.D., Past-President

Guest: Robert B. Trelease, Ph.D.

Minutes of the Interim Council Meeting held October 19, 2002 at the O'Hare Hilton Hotel, Chicago, Illinois were approved unanimously.

PRESIDENT'S REPORT (Dan Graney)

Dan noted that in the past year, our Association had passed new Bylaws that included a shift to electronic election of officers. He then reviewed the election results, and noted their terms of office and the terms of all Council members. Tom Quinn will be the President-Elect (2003-2005) at the conclusion of the Annual Business Meeting here in Graz. Vid Persaud and Bob Trelease were elected Councilors-at-Large for two year terms (2003-2005), while Scott Lozanoff and Lynn Romrell were elected Councilors-at-Large for full three terms (2003-2006). Anne Agur and Michael von Ludinghausen continue for another year (2002-2004). Dan indicated Greg Smith was elected Special Councilor – Allied Health with a two-year term of office (2003-2005) and Ronn Wade was elected Special Councilor – Anatomical Services with a three-year term (2003-2006). Rob Spinner is designated Special Councilor – Clinician and continues his term of office (2002-2004). Thus the necessary stagger of terms is achieved such that two Councilors-at-Large, and one Special Councilor will be elected each year in the future. Todd Olson was nominated, with a second, for appointment to the office of Treasurer, to fill the remaining one year term of office created by Tom Quinn's election as President elect. Todd's appointment was approved with one abstention. See Appendix A for a complete list of officers and councilors with terms of office.

TREASURER'S REPORT (Tom Quinn)

Tom distributed his report, and began his review with the Projected Budget for the coming year. He indicated that HDAC donations are low, as is often the case when a HDAC workshop or symposium is not scheduled in the near future. He noted an average figure of \$2,500 for postgraduate course revenues was listed. The figure of \$10,000 for royalties is an approximation and is related the ratio of AACA vs. BACA membership totals, and library and personal journal subscriptions. The exact formula is uncertain. In response to a question, Stephen Carmichael indicated on-line license agreements probably contribute to the royalty figure. Concerning the Financial Exigency fund, he recommended the new treasurer create a form for member donations to this fund, and noted that Sandy Marks and Benton Adkins had indicated their willingness to review requests for assistance from the fund. Their untimely deaths create the need to replace them. The figure in his report is a projection, there being no monies in the fund at this time.

Tom then reviewed the several categories on the expenses portion of the budget, noting the \$1,600 figure for postage is likely to be less since we now have electronic balloting, and the main mailing from the Secretary's office will be the meeting announcement. Larry suggested the figure be reduced to \$1,000. The figures for the other Accounting and Administrative categories seemed reasonable. Under Grants & Awards, the \$1,500 for the Presidential Travel Award had been omitted and should be added to the (Student) Presentation Awards, for a total of \$3,300, and a new subtotal of \$10,050. Expenses for the Interim Council Meeting should be close to those proposed. Journal Editor Offices expense may increase some as the result of an increase in hours by Ms. Beverly Northouse. Concerning Presidential attendance at a BACA meeting, Stephen Carmichael indicated he could represent the AACA as he would be in attendance as Editor anyway. It was noted that Art Dalley would be site visiting St. Mary's College in July or August and would report to Council at the Interim Meeting. It was moved, seconded, and unanimously approved that the Association pay the travel expenses of Bob Leonard and his wife Bhasha to the 2004 Meeting in recognition and appreciation for their two years of service in the AACA Editors office.

Finally, Tom indicated that at the time of the Graz meeting, the Association had: \$49,552 in checking, \$25,429 in Money Market, \$22,250 and \$33,220 in certificates of deposit for a total of \$130,451 (there are some outstanding checks). In response to a question concerning the lower figure for member dues in 2002 vs. 2001, Tom indicated this was largely due to slow payment by many members. Bylaw changes and aggressive updating of the membership database ought to make this figure more accurate. It was moved and seconded to accept the Treasurer's report.

SECRETARY'S REPORT (Larry Ross)

Larry asked Council to determine a date for the Interim Council Meeting, typically held at the O'Hare Hilton in Chicago. The previous Interim Meeting was on October 19, 2002. October 18, 2003 was selected as the tentative date for the Interim Meeting and Larry would verify this date with Carol and then notify Council by e-mail. He informed Council he already had a quote of \$89 + taxes for the rooms. He then asked if Council members had knowledge of additional deceased members besides: R. Benton Adkins, Jr., M.D.; Charles E. Blevins, Ph.D.; Michael A. Casey, Ph.D.; Sandy C. Marks, Jr., D.D.S., Ph.D.; Edwin W. Pullin, Ph.D., and Simon Wapnik,

M.D. No additional names were brought forward. It was moved and seconded that Council authorize \$500 contributions to the educational funds of Ben Adkins, Mike Casey and Sandy Marks. Finally, Larry called Council's attention to his electronically distributed report, noting the mail ballot for approval or rejection of the proposed new Bylaws had an excellent return and a result of 231 votes for and 3 votes against the proposed Bylaws. Lastly he indicated that only 143 verified members voted electronically (whereas typically around 200 paper ballots were received in prior elections). The reasons for this low response from a membership approaching 600 members, is difficult to determine. The importance and considerable time required to generate a single, accurate database, was emphasized again. The AACA was billed \$300 by the firm conducting our electronic ballot.

EDITOR'S REPORT (Stephen Carmichael)

Stephen indicated his report covered the period from June 1, 2002 to May 31, 2003. He noted the Journal had also suffered from the deaths of Benton Adkins, Charles Blevins, Mike Casey and Sandy Marks. All had been strong contributors to our Journal, as authors and/or members of the Editorial Board. He announced an association with the EACA's journal Surgical and Radiological Anatomy, an association similar in nature to the one we currently enjoy with the Anatomical Record. Professor Christian Fontaine has been added to our journal's editorial board. Stephen indicated the new 5-year Wiley-Liss contract has resulted in the Journal is now being an asset, in the context that it is no longer a financial drain on the AACA. He indicated Ms. Beverly Northouse now serves the Journal 28 hours/week, and increase of 4 hours/week in response to needs from the office of Bob Leonard, the AACA Editor. He also emphasized Bev has been a major player in facilitating on-

line access and manuscript review. On-line access and review has been in place since Jan. 1, 2003. He acknowledged the positive impact Ms. Lucy Woo at Wiley-Liss has had on our subscription problems, and the ongoing positive working relationship with Ms. Nancy Olson. New AACA members will receive that year's back issues. Stephen indicated plans to combine the *Clinical Anatomy of the Physical Examination* and the *Clinical Anatomy of the Neurological Examination* documents into a single publication, dedicated to Mike Casey (pending permission from his family). He again indicated his policy of having reviewers review one manuscript per year.

Submissions for the reporting period were 147 or 82% AACA and 32 or 18% BACA. He then reviewed the figures for manuscript location (rejected, published, page proof, being revised or reviewed). Currently the acceptance/rejection rate is 58% and 42% respectively, and that there is a 2 issue backlog of manuscripts through the galley proof stage. He provided extensive data on the various types of articles (e.g. original communications, clinical vignette, book reviews, etc.). He next presented data on the country of origin of journal articles, noting the relatively large number from Turkey (41 in 2002 and 2003 to date), and he noted untapped potential for manuscripts from China (there having been only 1 since the start of 2001).

Stephen announced that 10 manuscripts had been submitted for the Presidential Travel Award, and that Carol Scott-Conner and Dan Graney would be judging the presentations. There was discussion concerning the need to better define the rules governing eligibility for this award. The process of manuscript receipt at the Editor worked well. Concerning deadlines for the 2004 meeting at St. Mary's College in June, at which manuscripts will be required for platform presentation, an April 1st deadline for receipt of manuscripts by the Editor was established. It was also decided that all platform presentations at the 2004 meeting would be eligible for the Presidential Travel Award. It was recognized the manuscript requirement was new and an experiment in many respects that would no doubt require future adjustment.

Stephen announced that the page allowance for Clinical Anatomy was being increased by 10% by the publisher, and there would be 8 issues per year starting in 2004. He reported the journal's impact factor of 0.5, and this figure is in the middle amongst morphology journals. He noted the increased use of color plates that would likely be used increasingly in teaching (but probably without journal citation). Stuart McDonald reported the BACA office receives approximately 1 submission per week, with a rejection rate of about 33%. On-line manuscript review has been instituted in the BACA office.

Stephen asked that Rob Spinner be confirmed as an AACA Co-Editor, prompted by the health issues of Bob Leonard. Rob's confirmation to this position was moved, seconded, and approved unanimously by Council. He indicated plans for special recognition of Bob Leonard at the St. Mary's meeting, assuming Bob will be able to attend. He concluded his report by reminding Council that his 5-year appointment as Editor-in-Chief would end in 2005, and his appointment review ought to begin sometime in 2004.

PROGRAM SECRETARY & WEB MASTER REPORT (Brian MacPherson)

Brian called Council's attention to his reports, which he distributed to Council noting in the Program Secretary Report that Andreas Weiglein had handled virtually all the organizational activities for the Graz meeting. Brian noted planning for the St. Mary's meeting in Moraga, CA were entering the active phase and the new Bylaws created a Program Committee (presumably there will be program committees for each future meeting), and that he would be working closely with Art Dalley who agreed to accept appointment as the Meeting Manager, as specified in the new Bylaws. He is giving some thought to having a "tech fair" type of session to accommodate computer presentations of an educational nature. Brian was reminded the 2004 meeting was not his last meeting as Program Secretary that his term of office extended through the 2005 meeting.

Turning to his Web Master Report, noting a change in the site format using Macromedia *Dreamweave* software, integration of PayPal for on-line dues payment, and activities associated with the database and our first electronic ballot. He again emphasized the need for a single on-line, member accessible database, and raised the usefulness of creating a database manager position. Finally he discussed a more appropriate location for membership certificate issuance, and the process of notifying that individual and the journal once new members have paid dues.

FUTURE MEETINGS

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

No report

Meeting in 2005 and 2006 (Larry Ross)

Larry reminded Council that there had been some discussion in Council about the possibility of the 2005 Joint AACA/BACA Meeting being held in Toronto. He also reported that Geoff Guttman had extended an informal invitation to host the 2005 in Thunder Bay, Ontario. For reasons of recent severe financial losses attendant to a recently planned meeting and the small size of her unit (now part of Surgery), the U. of Toronto would not be in a position to host a meeting in 2005, and requests a postponement of their invitation to perhaps 2008. Carol Scott-Conner indicated that Iowa City could possible host a 2005 meeting if an alternate venue is not identified. Geoff informed Council that Thunder Bay was at the western end of Lake Superior. Northwest Airlines and Air Canada service the region with connections via Minneapolis, and Toronto. BACA attendees would reach Thunder Bay via Toronto. He indicated his Dean at Northern Ontario Medical School was supportive in preliminary discussions and that the medical school was high tech orientated. Lakehead University is the actual site for the medical school, and Lorentian University is also there.

Concerning the 2006 Meeting, he reminded Council of the now formal invitation from St. George's University in Granada, West Indies. He had not heard anything further regarding the hoped for Slice of Life Conference occurring either before or after the AACA meeting. Since this was for 2006, a decision could wait until our October Interim Meeting. Concerns (such as travel costs) about a meeting in Granada should be raised at the Interim Meeting. An announcement would be posted via the listserve, soliciting meeting invitations.

COMMITTEES

Bylaws Committee (Todd Olson)

No report. It was noted however that Todd was compiling items of a logistic and process nature, which would lead to amendments in a year or so. For example, should the deadline for announcing election results be changed from June 1st to say May 15th? An entire month is probably not needed. The Bylaws also specify the Secretary is to send out dues notices, while it probably makes more sense for the Treasurer to (continue) do this.

Educational Affairs Committee (David Porta)

No report. David being Co-Chair of the committee with the late Mike Casey had been contacted by e-mail, but no reply had been received. The planned symposium for the Graz meeting was to concern testing methods, with European speakers included comparing and contrasting their methods with US methods. Six papers are scheduled for the Educational Affairs Symposium, and it was anticipated that he would chair that session. It was eventually determined that David was registered for the Graz meeting, but had not yet arrived.

Financial Affairs Committee (Tom Quinn)

No report, but he did remind Council the *ad hoc* Auditing Committee needed to be identified, and Neil Norton and Greg Smith were suggested.

Journal Committee (Carol Scott-Conner)

Anne Agur and Mark Seifert were proposed as candidates for AACA Co-Editor. After discussion, Mark Seifert was nominated, seconded and approved unanimously by vote of Council.

Membership Committee (Carol Scott-Conner)

Carol indicated that only a few applications had been received since the Interim Meeting, as a September 1 deadline had been agreed upon at that time. This has since been modified by the new Bylaws. Those applications she had were still incomplete, and she was not bringing any new applicants forward at this meeting.

Nominating Committee (Dan Graney)

In 2004, the membership will be asked to elect to three year terms, a Treasurer, a Clinician Councilor and 2 Councilors-at-Large. In addition to biographical sketches with a photograph, a statement from each candidate indicating why s/he wished to hold the office in question would be requested. Council was urged to bring names for Honored Member to the Interim Council Meeting

Dan directed Council's attention to the task of appointments to the several AACA committees, as specified by the new Bylaws. With input from Council, the specified number of appointments was made to all of the Committees listed above, plus the Anatomical Services, Career Development and Program Committees. A roster of committee appointments (and elected members-at-large) is attached to these Minutes as Appendix B.

COUNCILOR REPORTS**Anne Agur**

Anne expressed interest in serving on the Financial Exigency Review Committee, and assist in defining guidelines for awarding grants.

Geoff Guttman

Geoff indicated he was in the process of transferring the Listserve archives. He also indicated the item bank he had been working would be transferred back to North America. It would feature more of a clinical orientation to the items than the AAA bank, password access, images, and catalog and search capabilities. Contributors would be asked to submit at least 5 items. Subjects will include Gross, Anatomy, Histology, Embryology and Neuro. There will also be Physiology and Pathology items.

Jim Holsinger

Jim indicated he had stepped down as Chancellor at the University of Kentucky, and assumes a full time faculty position.

Michael von Ludinghausen

Michael called Council's attention to his report that he had distributed electronically, in which he noted his attendance at of anatomical societies from Germany, Spain, Poland and the U.K. He had made contact with anatomists from the Ukraine and Turkey, and a large Turkish group would be coming to Graz. He also reports our journal; Clinical Anatomy is well established in Europe.

Rob Spinner

Rob indicated his plans to complete the document 'Clinical Anatomy of the Neurological Examination' for Mike Casey.

OLD BUSINESS

No old business

NEW BUSINESS

Bob Trelease expressed his concerns about access to *Terminologia Anatomica* (TA), in the context of a dynamic and evolving document as our discipline continues to evolve. It is in many respects, a frozen document. Other biomedical disciplines are moving ahead, in some instances with NIH support. Additional discussion was devoted to the copyrights to TA, and the need for NIH or National library of Medicine involvement in these rights.

Geoff Guttmann suggested that given Ben Adkins many contributions to our Association, a Service Award be established, that he be the first recipient of the Benton Adkins Service Award. It was suggested that Council consider the entire issue of awards at the Interim Council Meeting.

There being no further business, the meeting was adjourned at 15:05.

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

Appendix A
American Association of Clinical Anatomists
Officers & Councilors

President

Carol Scott-Conner, M.D., Ph.D. (2003-2005)

President Elect

Thomas H. Quinn, Ph.D. (2003-2005)

Past-President

Daniel O. Graney, Ph.D. (2003-2005)

Secretary

Lawrence M. Ross, M.D., Ph.D. (2002-2005)

Treasurer

Todd R. Olson, Ph.D. (2003-2004)

Program Secretary

Brian R. MacPherson, Ph.D. (2002-2005)

Councilors-at-Large

Anne M.R. Agur, Ph.D. (2002-2004)

Michael von Ludinghausen, M.D. (2002-2004)

T. Vidhya Persaud, M.D. (2003-2005)

Robert B. Trelease, Ph.D. (2003-2005)

Scott Lozanoff, Ph.D. (2003-2006)

Lynn J. Romrell, Ph.D. (2003-2006)

Special Councilors

Clinical

Robert J. Spinner, M.D. (2002-2004)

Allied Health

Greg R. Smith, M.S. (2003-2005)

Anatomical Services

Ronald S. Wade, B.S. (2003-2006)

Appendix B
MEMBERSHIPS
AACA STANDING COMMITTEES, 2003-2004

Anatomical Services Committee

Appointee Todd Olson: Co-Chair
(2003-2005)
Appointee Ronn Wade: Co-Chair
(2003-2005)
Appointee Michael Godsey
(2003-2005)
M-at-L (SIG) Brandi Schmitt
(2003-2004)
M-at-L (SIG) Dean Fisher
(2003-2004)

Bylaws Committee

Appointee Todd Olson: Chair
(2003-2005)
Appointee Rob Spinner
(2003-2005)
Appointee Rick Clemente
(2003-2005)
M-at-L Len Cleary
(2003-2004)
M-at-L Cristan Stefan
(2003-2004)

Career Development Committee

Appointee Anne Gilroy: Chair
(2003-2005)
Appointee Craig Goodmurphy
(2003-2005)
Appointee Malia Lewis
(2003-2005)
M-at-L (SIG) Nirusha Lachman
(2003-2004)
M-at-L (SIG) Marios Loukas
(2003-2004)

Educational Affairs Committee

Appointee Al Pawlina: Chair
(2003-2005)
Appointee Dave Porta
(2003-2005)
Appointee Geoff Guttman
(2003-2005)
M-at-L (SIG) Cristan Stefan
(2003-2004)
M-at-L (SIG) Noelle Granger
(2003-2004)

Financial Affairs Committee

Appointee Greg Smith
(2003-2005)
Appointee Neil Norton
(2003-2005)
M-at-L Jim Holsinger
(2003-2004)
Treasurer *ex officio* Todd Olson
(2003-2004)

Journal Committee

Appointee Anne Agur
(2003-2005)
Appointee Andreas Weiglein
(2003-2005)
President-Elect Tom Quinn: Chair
(2003-2005)
Editor-in-Chief *ex officio* Stephan Carmichael

Membership Committee

Appointee Brian Curry
(2003-2005)
President-Elect Tom Quinn: Chair
(2003-2005)
Past-President Dan Graney
(2003-2005)

Nominating Committee

Appointee Dan Graney: Chair
(2003-2004)
Appointee Michael von Ludinghausen
(2003-2004)
Appointee Bob DePhilip
(2003-2004)
M-at-L Anne Gilroy
(2003-2004)
M-at-L David Bolender
(2003-2004)

Program Committee for 2004 Meeting

Appointee (Prog. Sec.)	Pat Patterson
Appointee (Prog. Sec.)	John Dolph
Appointee (Prog. Sec.)	Geoff Guttman
Appointee (Prog. Sec.)	Don Hilbelink
Appointee (Prog. Sec.)	Jim Sheetz
Program Secretary	Brian MacPherson: Chair
President	Carol Scott-Conner
Local-host AACA Member	Greg Smith
Chair, Ed. Affairs Comm. <i>ex officio</i>	Al Pawlina
Chair, Career Devel. Comm. <i>ex officio</i>	Anne Gilroy
Chair, Anat. Serv. Comm. <i>ex officio</i>	Todd Olson/Ronn Wade
Meeting Manager <i>ex officio</i>	Art Dalley