



AGENDA – 2018 AACA Council Meeting
Sunday, July 8, 2018
Library Room
Atlanta Hyatt Regency
8:00 AM – 5:00 PM E.S.T.

Present: Anthony D’Antoni, Alan Detton, Tom Gest, Anne Gilroy, Caitlin Hyatt (*ex officio*), H. Wayne Lambert, Lisa Lee, Marios Loukas, Angela McArthur, Neil Norton, David Porta, Alan Richards, Shane Tubbs (*ex officio*), Peter Ward, and Gib Willett

Not present: Robert Spinner

Observing: Jennifer Burgoon, James Coey, Joe Iwanaga, Maira du Plessis

- 1. CALL TO ORDER and APPROVAL OF AGENDA ----- 8:10 AM**
- 2. APPROVAL of MINUTES ----- 8:13 AM**
Minutes unanimously approved pending a change striking a mention of Angela as having resigned from council in the April executive committee minutes.
- 3. PRESIDENT’S REPORT (Marios Loukas) ----- 8:10-9:40 AM**
Photographs at annual meeting. Having members take pictures throughout the meeting is valuable. Jennifer Burgoon has been doing this and will be enlisting other members to carry out the photo-documentation of our meeting.

Confidentiality agreement. A confidentiality agreement was distributed and discussed by the council. This document does not prevent council members from discussing AACA business with the membership but applies only to sensitive information. Neal Norton asked that we clarify to whom the agreement would apply. David Porta also recommended that members be made aware that this agreement is an expectation when they are elected to council. Use of the confidentiality agreement was approved by all members with one abstention, no objections.

Angela asked if this has any connection to the consent to serve documents that were used during Anne Agur’s presidency. We may want to see if that document is still being used by the SIGs so that members are informed of the expectations when elected or appointed. Peter will track these documents down.

AACA listserv. Marios will call the dean at Albert Einstein to see if he can get the IT staff at Einstein to stop the persistent messages from the obsolete Einstein AACA listserv. Caitlin will forward the contact information to Marios.

AAA and AACA. Discussion took place regarding how the AAA bylaws prevent having AACA councilmembers serve in their organization. Marios is willing to send an email to their council to begin a conversation on this issue.

Presidential speaker and honored member. Discussion regarding how we choose the presidential speaker. As president, Neil typically asked the honored member to be the presidential speaker. Other times, such as this year, the presidential speaker and honored

member are different. Some members thought that perhaps the honored member ought to be given preference as presidential speaker but if we can get a national-level speaker to commit, we should be open to that option so that truly exciting speakers are always available. This may need to be decided on a case-by-case basis. In the end, the council felt that the choice of presidential speaker should remain at the discretion of the president.

Reimbursement. Reimbursement for AACA-related travel was discussed. Members questioned why there was no rollover from meal-to-meal or day-to-day. It was noted that having a cap on the reimbursement per day (instead of per meal) would save ASG time. Caitlin noted that itemized reimbursement is only slightly more time-intensive but is standard with the other groups that she coordinates. Itemizing is also seen as a way to prevent any perception of impropriety by those travelling on AACA business. A proposal was put forward by Angela that we use receipts for reimbursement, up to the cap allowed by the GSA guidelines (<https://www.gsa.gov/travel/plan-book/per-diem-rates>) per day. Members are responsible for maintaining their receipts. The proposal passed with 12 members in favor, 1 abstention. A separate motion was put forward that alcohol is not reimbursed. Passed unanimously with 13 in favor.

Regional meetings. Regional meetings will be coming up in Georgetown, Washington D.C. and Louisville, KY. Let Peter know if you plan to attend.

Branding and promotion. Memoranda of understanding between us, HAPS, and the AAA will be drafted for exchange of speakers at our meetings. The intent of these sessions will be to highlight activities of the AACA (not exclusively the speaker) at the meetings of other professional societies. A quarterly newsletter will be produced to maintain interest in the goings-on of the AACA and the Brand Promotion Committee will continue to promote the association on social media. Lisa noted that it would be beneficial for the newsletter to highlight new and “lesser known” members and not focus exclusively on the established members. Lastly, the idea of recording and posting some highlighted talks from our meetings would be another way to raise awareness of the association.

CME and translational research. The AACA will support short-term translational research fellowships at Saint Georges University (SGU) and the Seattle Science Foundation (SSF). Through the SSF, the AACA will be able to offer medical CME credits for our meetings, post-grad courses, and other events starting in 2019. CME credits for other groups (e.g., PT) requires accreditation through other agencies.

Certification. Certification through the AACA is going forward with Jon Wisco leading the committee implementing the program. It was noted that the Association of Medical Illustrators experienced difficulty in getting a similar certification program started but it has since become standard.

Angie reminded the council that an ad hoc committee on the certification of body donation projects was created in 2016 and met in Minneapolis during the last annual meeting. Their charge was to create a set of standards that will be used by the AACA to certify academically-housed body donation programs. Angie asked for the ASC should be informed of the executive committee’s plans for this initiative.

Self-plagiarism. The self-plagiarism taskforce will be formed to investigate how we should define and deal with self-plagiarism at our meetings.

Sponsorships. To lead by example, Marios will announce at the presidential address that he is donating \$40,000 to the organization. Council members thanked him and proposed that we ensure that this donation be visible to members to encourage additional donations. Lisa noted that the donation page through our website is not as accessible as it might be.

4. **TREASURER'S REPORT (Tom Gest) - - - - - 9:45-10:35 AM**

Overall outlook. The finances are looking good. Our influx of funding from *Clinical Anatomy* and Wiley improved our accounts tremendously. Income is in and we have not yet paid the annual meeting expenses. Tom hopes that we will finish with ~\$800,000.

Membership numbers are good but could always improve. The journal expenses are down, and the royalties are up. The invested money is gaining at a decent rate and we should decide on how it should be used and how much should be used. Our conference call expenses have dropped significantly. We raised our job listing fee from \$100 to \$150 but may want to consider raising again since we are significantly less expensive than AAA. We may also add ads to our website.

Comparing meetings from year to year. Comparison of the expenses at different annual meetings is difficult since for some years the meeting management group expenses were part of meeting expenses and in other years they were a separate charge. Tom will work with Neil to look at the data and normalize it for easy comparison. Angie suggested that we might factor inflation and depreciation into the calculations. Hotel expenses can make a big impact from year to year. When we meet at a university the AV and catering expenses come down.

Use of AACA funds. We may consider spending some of our funds on assistance to new/young/displaced faculty for travel and registration expenses. This may be expanded to first-time attendees (non-students) to attract them. Steven supports the idea of giving a registration break to new faculty and first-time attendees. We should run the projected numbers and cap the number to ensure it does not create a major shortfall.

BUDGET PROPOAL & APPROVAL (Marios Loukas and Tom Gest) - -10:35-11:00 AM

Budget process. Marios would like to implement a budget process in which requests are sent to the president, who would present the budget to the council at the interim meeting. The council would vote on the budget request, which would be active for the following budgetary year, from Jan 1 Dec 31. Passed unanimously.

Meeting at Universities. Meeting at a host university can allow us to minimize the catering expenses without inconvenience. AV expenses are variable but significant when we meet at a hotel. Locating the meeting at a university could also allow us to save money by having members select their own hotel nearby. This is something we may try in 2020 as the final location has not been set. Alan suggested that we should be prepared to give an honorarium or pay fees to the host institution. The local host is key in this process. Council was unanimously in favor of exploring university hosts moving forward.

ASG contract hours. We will need to increase the contract hours for ASG to accommodate the two regional meetings.

Sponsorship, donations, and improving finances. Marios would like to increase awards from \$2900-\$7000 and Elsevier has been contacted to match some funding toward these awards. We should explore that avenue with other publishers as well. Marios would like to increase the job listing fees to \$150 for 2 months. Increasing our investment account aggressively is something that could soon pay for a tremendous portion of our operating expenses based only on the interest we generate each year.

5. **MEETING OVERSIGHT & PROGRAM PLANNING (David Porta) - 10:35-11:30 AM**
Meeting managers. The position of meeting manager was extended to a two-year commitment to allow overlap and training of the new meeting manager. Recently we have had: David Porta (14-15), Sherry Downie (15-16), Greg Smith (16-17), Jennifer Burgoon (17-18), Sarah Greene (18-19). Jennifer Burgoon, our new program secretary, will be scouting talent throughout the meeting for a new meeting manager.

2018 Annual Meeting Update. The abstract fee went up by \$10 to cover the new software, which was very well received. The ASC was moved to a lunch meeting to accommodate its popularity. The presidential speaker, Dr. Eduardo Rodriguez will be speaking and the Honored Member, Anne Agur, will speak at the banquet. Some sessions could not be accommodated this year (musical session, share your best poster) but these may occur in subsequent years.

Future Annual Meetings. The 2019 meeting will be in Tulsa and Elmus Beale will give a short presentation regarding the meeting venue. David had hoped to have a joint BACA/AACA meeting in the UK. This may still occur in 2023.

BACA contacted Marios and Neil to express their enthusiasm to having a joint 2020 July meeting in the United States. We have two proposals to consider from Seattle and Spokane for the 2020 meeting. Weill Cornell in NYC is interested in hosting a future meeting. There is a possibility that we could make the 2020 meeting happen in NYC (Anthony D'Antoni) and BACA would meet with us.

For the 2021 meeting, we are considering Fort Worth with Rusty Reeves as the local contact. Georgetown is hosting a regional meeting but may put itself forward to host an annual meeting in the near future.

6. **COMMITTEE REPORTS**

- a. **Brand Promotion and Outreach (Jon Wisco) - - - - - 11:30-11:35 AM**
Peter Ward read the report from Jon Wisco.

We have been getting a lot of exposure on LinkedIn and are adding many followers that are not part of AACA. Cross-posting of jobs to LinkedIn is working well. Based on a LinkedIn report on who is exploring the site, Dolgor Baatar is hoping to reach out to those who identify as clinicians and personally invite them to participate in the annual meeting. We have a question about progress on CME credits; will they be available to attract clinicians?

Danielle's Twitter team is pushing the envelope of our twitter outreach: constant and consistent growth in followers. Her team is presenting research on effectiveness of social media in promoting the AACA at the meeting this year.

AACA Website. Ken Jones will provide candidates for upcoming personality profiles; we are focusing on founding members for now. After awards are given at annual meeting, Ken also posts profile of each recipient.

Regional Meeting. Georgetown University (Carlos Suarez-Quian) will host. He is assembling a team comprised of anatomists from his university and surrounding universities. Jon Wisco will be able to attend and do site a visit prior to the meeting if necessary, since he will be relocated to the East Coast by then. New England should be considered for a future regional meeting (not yet discussed with the BPOC).

Annual Meeting. T-shirt profits will be allocated toward student travel scholarship fund.

Questions for Council.

1. Would it be possible to create a budget for setting up a booth at select clinical conferences held in locations where AACA has local members? Or, is there a possibility of forming a similar partnership with HAPS at other conferences, where we can exchange platform speaker slots?
2. When the BPOC is approved as standing committee, we will need to do a member rotation. Is there any word on a timeline for a by-laws change to institutionalize BPOC?

BREAK ----- 11:35-11:45 AM

- b. Journal** (H. Wayne Lambert and Shane Tubbs) ----- **11:45 AM-Noon**
The journal requested \$40,000 from the council and that was approved. In 2018, there were special issues on transgender surgery and ocular trauma.

Some special issues (evidence-based medical education) will be coming out in 2019. Quality of the journal continues to grow.

Last year the impact factor rose to 1.824, an increase of 34%; this year it rose further to 1.908. This is fantastic news and our highest ever impact factor.

- c. Anatomical Services** (Brandi Schmitt and David Conley) ----- **Noon-12:15 PM**
Angela McArthur delivered the report from Brandi Schmitt and David Conley. The session this year will cover biomedical ethics and HIPAA compliance.

Steven Carmichael noted that Tom Champney protested having a letter rejected from Clinical Anatomy and was concerned that he might use his time as a platform speaker against the journal. Angela stated that Brandi Schmitt and David Conley have spoken with him and he intends to stay on topic with the platform presentation.

The questionnaire that was distributed regarding HIPAA has had roughly 50-60 respondents and this will provide substance for the discussion that will take place during the SIG meeting.

- d. Career Development** (Sarah Greene) ----- **12:15-12:20 PM**
Sarah is very excited about the CDC sessions this year. There will be mentor speed dating and sessions on teaching across different generational gaps.

New judging forms have been created and should streamline the process tremendously and improve the speed and accuracy of the grading.

They also worked to make the judging categories broader to accommodate quantitative and qualitative data.

- e. Clinical Anatomical Terminology (Tom Gest) -----12:20-12:40 PM**
The committee continues to work with the Dutch company, Incision. The committee can work through 2-3 anatomical terms per session and have estimated ~8000 terms in total. No end of work is in sight.

The “definition machine” from Evan Goldman is on the web and is used by the committee to create the bare-minimum definition. These definitions are also being placed on Wikipedia.

Marios suggested that the CAT committee begin thinking about publishing a list of the terms independent of FIPAT and IFAA. There is a definite need for this information and the CAT committee could fill the void.

Membership of the CAT committee needs to be officially expanded and that proposal has gone to the bylaws committee.

- f. Membership (H. Wayne Lambert) ----- 12:40-12:45 PM**
The association has ~637 active members.

Wayne is trying to get a welcome committee together to provide a warm reception to any new members and answer their questions. Let Wayne know if you have an area of expertise that could be used to pair up with the interests of a new member.

Lisa Lee asked if we had demographic information on the members. Caitlin stated that that information could be generated but is not readily available.

- g. Nominating (Kazzara Raeburn) ----- 12:45-12:50 PM**
Peter delivered the update from Kazzara Raeburn. On February 7th 2018, the Nominating committee met on a conference call for the first time (most members as well as Peter Ward, the Association Secretary were present). The main aim of the discussion was to nominate a diverse group of candidates from members who are active within the association. A healthy conversation ensued, and the meeting ended with a list of three potential candidates for Program Secretary, six potential candidates for Councilor-a-Large and three potential candidates for Special councilor. These names were submitted to Peter Ward, Association Secretary, who overtook the responsibility of contacting the potential candidates.

Lisa Lee asked if we could get the nominating committee to gather demographic data of the organization to ensure that the candidates represent the breadth of the membership.

- h. Legacy (Anne Gilroy) ----- 12:50-1:05 PM**
Four new posters (Ralph Ger, Bob Chase, Benton Adkins, Carol Scott Conner) have

been added to the poster collection this year for a total of nine. These highlight the contributions of the founding members of the AACA. Please encourage members to view these posters and to sign the legacy poster.

Getting more photographs of annual meeting activities will help the legacy committee create a visual record of each meeting.

Anne Gilroy asked if any of the members had ideas for the committee. She has a nearly-complete listing of AACA annual meeting programs and we may be able to scan them. Peter suggested that we could video record our honored members, founding members, and other long-term members, asking about their career and their involvement with the organization.

During the welcome talk we should continue to recognize the honored and founding members who are present.

i. Educational Affairs (Lela Giannaris) ----- 1:05-1:07 PM

The EAC has been busy planning our symposium and breakfast meeting. We are excited to have 3 outstanding speakers for the symposium on Interprofessional Education in Anatomy. You can find their brief bios and a summary of their talks on the AACA website.

This year's topic at the breakfast meeting will be "Technology in Anatomy Education". We'll start with a table-discussion session during which participants will share and record what technologies they use and why. Then there will be a facilitated open forum in which participants can discuss the technologies they use in teaching.

The committee is looking at ways to produce a scholarly approach to best practices in teaching anatomy in a longitudinal curriculum.

7. BREAK ----- 1:07-1:25 PM

8. ASG REPORT (Hyatt) ----- 1:25-1:35 PM

ASG is contracted with the AACA for 1704 hours per year. We have exceeded these hours, partially due to the regional meetings, and we are looking to increase the contract hours to 1800 hours. This next year the hourly rate of \$44/per hour will go to \$45/hour. This is comparable with similar associations. Adjusting the hours will allow us to budget appropriately and still give ASG the leeway to do the work that is needed to accomplish our goals. The vote to increase the funding from \$1704 to \$1800 was unanimously approved.

9. OLD BUSINESS ----- 1:35 PM

None

10. NEW BUSINESS ----- 1:35-1:55 PM

Presidential appointees

ASG: Presidential appointee will be Bobbi Morgan (2018-2021 replacing Brandi Schmitt as technical co-chair). Nirusha Lachman will replace James Coey for the remainder of his term (2017-2020) as he has been elected as the councilor

CDC: Estomih Mtui will replace Nirusha Lachman, who is cycling off for 2018-2021. Sarah Greene will remain as chair.

EAC: David Morton was proposed to replace Peter Ward for 2018-2021.

ADENDUM (Monday, July 17 conference call) David Morton is currently unable to serve and Priti Mishall was proposed. Unanimously approved.

Nominating committee: Kazara Raeburn will return as chair. Anthony D'Antoni will replace Joe Iwanaga. James Foster will replace Ameer Raouf.

CAT: Evan Goldman was reappointed and recommended as co-chair with Chelsea Lohman Bonfiglio. Paul Gobe is the presidential appointee for 2018-2021.

Motion to approve appointees by Neil, seconded by David. Unanimously approved.

Statements from Stephen Carmichael

Stephen stressed the importance of having a joint meeting with BACA. He impressed on us that we should take the opportunity to meet with BACA in New York.

Stephen stated that the IFAA (International Federation of Associations of Anatomists) meets every five years and will be in London next year from August 9-11, 2019. A society our size gets two delegates and this meeting may have some impact on our association. We should consider who to send as our representatives. Previously, in Beijing the representatives were Shane Tubbs and Marios Loukas.

Stephen followed up with Phil Fabrizio following his resignation. Phil stated that he resigned in protest after he felt that proposals he had made on behalf of allied health were ignored and due to unspecified concerns with the leadership of the AACA. Stephen feels that if one has concerns with the direction of our association, it is best to pursue them from within the council.

Statement from Neil Norton

“The Council of the AACA would like to recognize and thank 2018 outgoing Councilors and Officers, Angela McArthur, Stephen Carmichael, Alan Detton, and David Porta for their invaluable contributions and many years of service to the Council and Association. Furthermore, the Council would like to express their best wishes to each of them for the future.”

The statement was unanimously supported by the council.

ADJOURNMENT: 1:55 PM