

# AACA Council Meeting

Tuesday, July 12, 2011

Champagne Room

Hyatt Regency, Columbus, OH

Call to order 9:10 am.

**Present:** Anne Agur, Brion Benninger, David Bolender, Stephen Carmichael, Rick Clemente, Tom Gest, Julie Hewett, Wayne Lambert, Carol Lomneth, Marios Loukas, Brian MacPherson, Neil Norton, Todd Olson, David Porta, Larry Ross, Brandi Schmitt, Mark Seifert, Shane Tubbs, Peter Ward.

**Absent:** Noelle Granger, Rusty Reeves.

**Guests:** Art Dalley, Sherry Downie, Ken Jones, Tiffany McKerahan, Tom Quinn, and Heikki Whittet.

**1. Approval of the Agenda:** The agenda was approved by consensus. President Olson introduced Wayne Lambert as the incoming Association Secretary; Rick Clemente, Marios Loukas, and Peter Ward as incoming Councilors, and he welcomed them to the meeting.

**2. Approval of the Minutes:** Minutes of the October 23, 2010 Interim Council Meeting were approved by unanimous consent. Minutes of the June 14 Executive Committee meeting were also approved by unanimous consent.

### 3. Committee Reports:

**a. Bylaws:** (Lomneth) The bylaw involving the Anatomical Terminology Committee was presently on hold because the Committee was still developing its standing rules and procedures. Revisions for 2011-2012 were being collected. Todd stressed that all Council members should be familiar with both the Association's Bylaws and Standing Rules and Procedures of the Council. He pointed out that standing rules are meant to be fluid and flexible and could change rapidly as opposed to the bylaws. President-Elect Agur has some changes to the bylaws in her upcoming charge to the committee. The major change would be the addition of the current *ad hoc* Clinical Anatomical Terminology Committee as the fourth Special Interest Group (SIG).

**b. Nominating:** The full report from this committee is in the Columbus meeting Program. Sherry Downie reported that the committee had met monthly by teleconference and presented the 2011 ballot slate well within the time prescribed in the bylaws. Anne Agur reported that she had asked Kimberly Topp to fill Wayne Lambert's Councilor-at-Large term. The 2012 ballot will include the Program Secretary, two Councilors-at-Large, and Anatomical Services Councilor.

**c. Clinical Anatomical Terminology:** Sherry Downie reported the committee had a very busy year. The full report is in the Columbus meeting Program. The committee hopes to have an "app" developed for Paul Gobe's site, and they were developing manuscripts for submission to *Clinical Anatomy* regarding anatomical terminology. They had also been busy developing the Standing Rules and Procedures for the Committee. It would be a ten person committee with one person acting as Chair and the other nine coming on and off the committee in three year rotating terms. An update can be viewed as a poster in the poster presentations during the meeting.

**d. Anatomical Services:** Brandi Schmitt reported they had over 70 people attend the symposium in Hawaii and that they have met monthly throughout the year. The committee was working on their Standing Rules and Procedures – well underway and only requiring tweaking; as well as a draft of new best practices. Their planned symposium for Columbus (Cadavers and Communicable Diseases) should be of great interest to members, and it was suggested they attempt to publish the proceedings in *Clinical Anatomy*. Symposia for 2012 would be Stewardship of Body Donor programs and Outreach. A potential topic for 2013 in Denver was to link with Vic Spitzer and the Visible Human project/materials. The Committee's written report to Council is reprinted in its entirety in the Business Meeting section of the Program for the 2011 Annual Meeting.

**e. Career Development Committee:** Dr. Benninger presented the report and it is published in its entirety in the Columbus meeting Program.

**f. Educational Affairs Committee:** The full committee report is published in the meeting Program. Their Standing Rules and Procedures have been thoroughly discussed and would be presented to Council at the October Interim Meeting.

**g. Journal Committee:**

**i. Chairs report:** Larry Ross reported that the full report of the Committee's activities was published in the Columbus meeting Program. At close of nominations the Committee had received seven formal applications for Editor-in-Chief. The committee had met on Monday evening for four hours. Tiffany's Publisher's report was the main focus. Heikki Whittet had also outlined the differences in operation of the BACA with regard to the Publisher's and EIC contracts. The BACA/AACA Journal Committee issues are a priority to iron out as we move forward with selecting the top three candidates for Editor-in-Chief, hopefully by the Interim Council meeting in October.

**ii. EIC Report:** Stephen Carmichael presented a full Powerpoint report on the Journal and its activities. The presentation in its entirety is attached to the electronic copy of the minutes.

**h. Meeting Oversight and Planning:** The Program Secretary (Mark Seifert) acknowledged Ken Jones and Greg Smith for their exhaustive roles in planning the Columbus meeting. The full report of the MOPP is published in the Columbus meeting program.

**i. Professional Management Committee:** Art Dalley presented the highlights of the PAM Committee report. The full report is published in the Columbus meeting Program. He told Council that Noelle Granger had done the yeoman's job over the past few months during his knee replacement surgery and convalescence.

**Motion:** Members of Council will provide input on activities to be added to the list of potential duties, and/or prioritize those currently listed, to the PAM Committee. Past Association Secretaries and Treasurers will collectively compile parameters that are considered appropriate and/or essential PAM activities. The final RFP compiled by the PAM Committee will include these duties and activities, and only web site maintenance from item 3 (internet). If the PAM is capable of creating/revising the Association web site, they should include this in their RFP – as a separate budget item. All materials should be submitted to the PAM Committee by August 1<sup>st</sup>, 2011.

**Motion:** Todd Olson moved the further consideration of this motion be postponed until Friday's meeting of the New Council when the wording could be further refined. Seconded by Neil Norton, approved by unanimous consent.

They would be planning a sequence of PAM company presentations/question and answer sessions for the Interim meeting in Chicago.

**j. Financial Affairs:** The official report of the Treasurer is attached to the full copy of the Minutes. Neil Norton gave a verbal report at the Council but the financial standing of the association as well as the full, detailed meeting finance reports will be presented in Chicago in October. It was noted that a data projector would be required for this in Chicago. Neil reported that strategic planning for the future of the AACA would start this fall with the Financial Affairs Committee.

**k. Membership:** Anne Agur reported that her committee (Kim Soo and Larry Ross) had approved over 133 new members (52 Regular; 78 Associate; 2 Senior and 1 Affiliate). All new members were listed in the Columbus meeting Program. The Committee continued to benefit from the old, detailed, web-based application form. CVs could be

requested but not essential and the applicant's referee could be contacted but must be identified on form. The Committee often worked on a 2-3 day turn around time on applicants. The Committee's written report to Council is reprinted in the Business Meeting section of the Program for the 2011 Annual Meeting.

**4. Association Secretary Report:** Brian MacPherson reported that membership certificates for all new members who have paid their initial dues had been mailed in late June. He indicated that with the new database in Wild Apricot, that the Einstein Members-Only listserv – that had to be manually repopulated annually – should be disbanded as the Wild Apricot one was a better source for membership emailing as it was always up-to-date – and very easy to use. He asked Council for their agreement on moving the election to April 1<sup>st</sup> from May 1<sup>st</sup>. With the Nominating Committee working well within their deadline dates, we were actually sitting around waiting for the May 1<sup>st</sup> date for the web-based election to start. ***It was agreed that this become the new operating procedure for future elections, and the Bylaws Committee would be informed so as to make needed changes to the elections schedule.***

**6. Web Master Report:** The site continues to make enough money to pay for itself (with profit) by charging \$100 for job postings.

**7. Listserv Moderators Report:** Rusty Reeves was not present.

**8. Presidents Report:** Todd, reflecting over his two years as President, felt it had been a rewarding time. He would have his "State of the Association" address at the Columbus meeting where he would go into what he felt were accomplishment in the past and more importantly, challenges in the future – particularly the issue of shrinking Association Dues available for use by the Association.

**9. Councilor Reports:** Dave Bolender listed the highs and lows of his time on Council but stated that he was very pleased with the PAM progress being made. David Porta was leaving Council concerned over finances and stressed he felt we needed to keep a close eye on them as clearly incomes from annual meetings was an essential component of the health of the Association.

**10. Old Business:** Anne Agur wanted to remind everyone that it was important to ensure the SIGs elected the correct number of people at their annual meetings in Columbus.

**11. New Business:** A motion was made by Larry Ross, seconded by Neil Norton recognizing Council's appreciation for Todd's two years as President. The official changing of the presidency ceremony would occur at the close of the Annual Business Meeting later in the week.

**12. Motion for adjournment:** 4:05 pm (Norton/Ross – unanimous)

Respectfully submitted

Brian R MacPherson, PhD  
AACA Secretary

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