



Minutes – 2019 AACA Interim Council Meeting
Sunday, October 27, 2019
9:00 AM-3:30 PM P.S.T.
Springhill Suites Oakland Airport

Council Members Present: Jennifer Burgoon, James Coey, Anthony D’Antoni, Tom Gest, Caitlin Hyatt (*ex officio*), Joe Iwanaga, Lisa Lee, Marios Loukas, Estomih Mtui, Rob Spinner, Shane Tubbs, Gib Willett

Council Members Attending Remotely: Nirusha Lachman, Peter Ward

Council Members Absent: Maira DuPlessis, Koichi Watanabe

1. **CALL TO ORDER** - 8:00 a.m.
2. **APPROVAL OF AGENDA** - 8:00 a.m.
3. **APPROVAL OF MINUTES** - 8:00 a.m.
4. **PRESIDENTIAL UPDATE** - 8:00 a.m.

Rob thanked everyone involved in the regional meeting in Oakland. As President, he is particularly keen to integrate with other professional associations bring more clinical content into the ongoing activity of our group. We have lost the degree of clinical anatomy that used to permeate the association and we need to find a way to proactively get more clinical members into the mix. Interfacing with other associations can be key in this process. We can also use the association website to highlight clinical content, data, de-identified case studies. In summary, we need to distinguish ourselves from other associations and this can be done best by interacting with other associations to understand what makes each unique.

In regard to a presidential speaker, Rob is leaning toward a clinician to bring cutting-edge content to our association. Much like our speaker at the Atlanta meeting.

Jennifer Burgoon asked about the process of generating de-identified clinical cases, would this need a committee to generate and systematize them. Peter suggested that this could be useful in Team-Based Learning (TBL) exercises. Lisa Lee wanted to make sure this database would be different from others like MedEd Portal. Anthony suggested that our unique angle could be linking those clinical cases to the basic science content (histology, embryology, neuroscience) in a deep way. If this could be linked to continuing education credits or otherwise accredited, we could generate a valuable tool.

5. **IFAA CONSTITUTIONAL CHANGES** - 8:20 a.m.
Item 1: The changes would distribute votes to each association. The IFAA has asked each member association to vote on these proposals.
Motion to approve (Tom) and seconded (Marios). Unanimous approval.

Item 2: Change to status of the FICAR → FIPAR. We have had several members involved on this committee before. Motion to approve (Rob) and seconded (Tom). Unanimous approval.

Item 3: Changes to terms of Vice-Presidents and their role in indisposition of IFAA president. Motion to approve (Rob) and seconded (Tom). Unanimous approval.

Item 4: Establishing a College of Representatives within IFAA. (Tom) (Rob). Unanimous approval.

Peter will forward the results to the IFAA, copying Rob, Tom, and Marios.

6. ANATOMY EDUCATOR REVITALIZATION PROJECT - 8:35 a.m.

Anthony expressed concern that we should not financially commit ourselves to any particular projects. We can endorse the project so long as we are not financially obligated in any way at this time. Tom asked about the anatomy education summit at the EB meeting. We might also want to host the summit at our meeting – aka, we will not be treated as a junior partner or cash machine. Peter will reply and cc Rob and Anthony.

7. BUDGET PROPOSALS - 8:45 a.m.

Anthony presented the treasurer's report. We have experienced solid growth of our total assets since the infusion of money from journal in 2017.

The New York meeting may be an ideal venue to get vendors and other people in industry to attend and advertise at our meeting. We might also invite other international anatomical associations to attend. To strengthen our association with BACA we might have a sponsored talk or recognize them at the awards banquet.

For the post-graduate course, could supplements (scholarships) be offered? This might be a way to pull in nearby hospitals and their students. The projected profit from the post-graduate course in 2020 (mainlining an airway) with 45 participants is already solid, giving us a bit of breathing room to draw in participants that could contribute positively in the future. For the New York meeting, Estomih was able to negotiate the in-house pricing for catering, giving us a break on the price. We have a potentially untapped group to draw in regarding the PA and PT faculty/students. Chiropractic and Pathology Assistants would also perhaps be involved.

The regional meetings are doing well and bring in some money even though they are not intended as major money-makers. The HAPS joint meeting in Kentucky did very well and we may want to continue joint regional meetings.

Marios asked if we could break down the membership dues by member type. This would let us see which group (student, full, etc.) might be going up or down in population.

Journal income is doing well and we anticipate being in a solid place for the next round of journal contract negotiations in 2026 (or near that time).

The issues that may affect our financial health moving forward include: increasing our membership, increasing vendor numbers, optimizing the location of the annual meeting, increasing attendance at the 2020 meeting, keeping regional meetings profitable, and

increasing web revenue. We might consider having some council or interim meetings occur virtually. Web revenue could include mini podcasts regarding clinical anatomy topics tied to USMLE-style questions.

[Short break]

8. REPORTS

a. Career Development - 10:03 a.m.

Chair's Report (du Plessis) **Report attached below**

The report was read and no concerns were raised.

b. Anatomical Services - 10:06 a.m.

Chair's Report (Kalmar and Morgan) - **Report attached below**

The report was read. Council asked if there would be any costs associated with the documentary that the SIG hopes to show. Rob will check with Nirusha Lachman about the documentary.

c. Bylaws Committee - 10:10 a.m.

Chair's Report (Bubb) - **Report attached below**

The report was read and no concerns were raised. Seven or eight year ago, the council asked that the BPOC become a standing committee. The online bylaws would be modified by membership vote, this vote should occur during the next election cycle.

d. Educational Affairs - 10:12 a.m.

Chair's Report (Mishall) – **Report attached below**

The report was read. There were some concerns that discussing the “pros and cons” of technology in the presence of our vendors might alienate some of those who have gone out of their way to showcase their wares. Perhaps we would be better served by exploring the integration topic. We will ask them to clarify the focus. Perhaps if an “unblemished” look at technology is wanted, the annual meeting might not be the ideal venue.

e. Clinical Anatomical Terminology Committee - 10:20 a.m.

Chair's Report (Goldman)

Tom has been somewhat involved and they have been working on the definition machine and working through the list of terms.

[Short Break]

f. Brand Promotion Committee - 10:22 a.m.

Chair's Report (Lewis)

The report was read. Council would like the BPC to put a list together of surrounding schools and hospitals for outreach to the annual meeting.

g. Membership Committee - 10:27 a.m.

Chair's Report (Gest)

Tom presented the membership committee report. 2019 membership appears a bit low but more additions are anticipated. However, it is a bit concerning that membership appears to be dropping. Tom suggested that we may want to increase the representation on the membership committee. The regular members are actually increasing by a small amount but student and other members are dropping.

h. Nominating Committee - 10:37 a.m.

Chair's Report (D'Antoni)

The nominating committee will meet and discuss the upcoming slate of open positions. Peter asked to be included on the call.

Committee Budget Requests – 10:40 a.m.

- CAT committee requested \$2500 for next year. The council requested they clarify the need for the items requested.
- EAC requested \$5000 in funding for their symposium speaker. Council requested they look for a speaker from the eastern seaboard to keep costs down. This may be modified as they revisit symposium topic.
- CDC requested \$500 for a lunch event with an outside speaker in addition to the funds for the mentor reception. Anthony asked if they knew about the catering that was negotiated with Weill Cornell. This session may already be covered.
- ASC has a symposium this year and requested \$5000 to defray travel and lodging for three speakers. The speakers have not yet been identified and perhaps a local speaker could lower the cost.
- Legacy committee requested \$400 for posters. Council approved this request.

9. MEETINGS UPDATE - 10:50 a.m.

- i) Program Secretary/MOPP Committee Chair's Report (Burgoon)
 - All SIGs have established their teleconference meetings.
 - The 2019 survey results have been shared to facilitate improvements.
 - EAC and ASC will be conducting symposia at the NY meeting.
 - Abstract software and submission guidelines have been reviewed.
 - We held successful regional meetings in Louisville (joint meeting with HAPS) and in Oakland
 - Peter will be the AACA update speaker at the 2020 HAPS meeting in Ottawa.
- ii) 2020 Annual Meeting Report
We ran through the draft schedule and made some suggestions on the length of some items. Anthony noted that a dean of multiple art schools had volunteered to participate as a way to demonstrate the connection between art and anatomy.
- iii) 2021 Annual Meeting Update
Bellevue Washington is the site.
- iv) 2022 Annual Meeting Update
Fort Worth, Texas has been selected as the site with Rusty Reeves hosting.
- v) Need to approve the regional meeting with HAPS in Boston/Worcester on October 3rd, 2020. Jennifer made proposal, Tom Seconded. Approved unanimously.
Council asked if this regional meeting should coincide with the interim council meeting? Marios noted that this location would be difficult for him and other international members to attend due to travel concerns about non-direct flights.
Option 1 - hold the interim meeting in Boston or Worcester. Three in favor.
Option 2 – hold 2020 interim meeting in NY. Eight in favor. On Sunday, October 4th. We will start pricing the hotel and re-visit if necessary.

Future Meetings

Regarding the possible 2023 meeting in England, there was not a great deal of enthusiasm from BACA. We may reach out to EACA to see if there is more interest from them. If we ever run into trouble, we can go back to Las Vegas as a safe option.

Adopting new honorarium guidelines. Marios proposed, Tom seconded. Unanimous.

We discussed the possible “Five year plan” for locations that would be easily reached from any part of the country and internationally, as well as attractive to members. Of the many cities listed, New Orleans and Las Vegas were the most feasible.

Jon Wisco proposed having all AACA regional meetings correspond with HAPS regional meetings. This is a bit restrictive and was not part of our MOU with HAPS. We will keep tabs on how the next interim meeting goes before making any commitments to permanently tie those regional meetings together.

Awards

Proposal to formally implement AACA early career travel awards. Council discussed the timing of the awards and whether this would be based on the presentation at the meeting or based on the abstract and distributed prior to the meeting. Jennifer proposed that the early career travel awards wording be sent back to BPOC to tie it to the abstract submission process so that it is done in advance of the meeting and that those funds can be put toward attending that particular meeting. This will need to be done quickly so that it can be implemented prior to abstract submission.

Jennifer suggested that for some awards, only the highest 3-5 in rankings be evaluated. This was not contentious.

ASC asked that we change the working of their award. “To be eligible for the award, the presentation must be made by the first author of the abstract who must be a technical or administrative staff member in an academic whole body donation program or at an academic institution where donors are used for anatomical and clinical education and/or research.” Move for approval by Peter. Seconded by Tom. Approved.

We need to add description of the new awards to our documents.

Joy Balta asked if the letter sent regarding human body donations had been received by the AACA. Jennifer will forward it to us, as no one on council seems to have received it when it was initially sent.

WORKING LUNCH

10. JOURNAL COMMITTEE - 12:10 a.m.

- Shane Tubbs stated that he thinks that Clinical Anatomy has just had its best year.
- We have surpassed 500 submissions, with 540 as of this morning.
- One of our highest years for downloaded papers.

- We are #6 in our category regarding impact factor (1.8). He feels that the quality is increasing perceptibly.
- We have seen a spike in submissions from China.
- Two special issues this year have been very popular.
- One problem is a lack of submissions from AACA members. How can we change this trend? We have held symposia on how to submit to CA in the past.
- Over 2700 reviewers in the last year have contributed to keeping the journal healthy.
- Historically we accepted a large proportion of the submissions and we have gradually become more selective, currently about 20%.

11. AWARDS (Ward) - 12:20 p.m.

- a. 2020 AACA Honored Member Nominees
Votes were taken by the council. Stephen Carmichael was selected.
- b. R. Benton Adkins, Jr. Distinguished Service Nominees
Votes were taken by the council. Neil Norton was selected.
Winners will be contacted by Rob, Peter will contact nominators of the unsuccessful candidates.

12. POSITIONS FOR 2020 ELECTION (Ward) - 12:35 p.m.

- Association Secretary (1) for a three-year term: any member in good standing
- At-large councilors (2) for a three-year term: any member in good standing
- Special councilor for allied health (1) for a three-year term.
- Caitlin will set up a zoom meeting with Peter and the nominating committee to identify high-quality candidates.

13. ASG REPORT (Hyatt) - 12:42 p.m.

ASG has been contracted for 1800 hours per year. ASG updated the executive committee that we are currently 1877 hours, projected to hit ~2100 hours. ASG is doing their best to keep costs down and they propose taking a deduction in the overage and working on essential tasks. Rob proposed a motion to continue work according to the proposal from ASG. If an overage occurs next year, we shall consider upping the hours. Unanimously approved.

14. OLD BUSINESS - 1:50 p.m.

None.

15. NEW BUSINESS - 1:50 p.m.

James presented three documents from OSU regarding best practices in the use of social media and the anatomy lab. A previous council felt that this was an appropriate document to adopt for use by the ASC and AACA. Discussion occurred and the current council feels that the ASC should take this document and modify it in comparison with similar documents to create an AACA-specific version. Marios asked if the executive committee should comment first and then send back to the ASC.

Nirusha wanted to see about increasing our visibility at clinical meetings by either sponsoring speakers or hosting sessions. How can we leverage our mutual interest with clinical/surgical societies to raise the visibility of the AACA? Do we want to pre-budget for these types of sessions, booths? Rob proposes \$5000 for use in this way. Motion was seconded and approved.

The council asked if Chip Duncan (documentary filmmaker) was associated with Mayo. He is not. This will be remedied in the ASC report. The council would also like to know if there is a cost associated with screening the documentary.

Quentin Fogg sent an email to Anthony about how to get more clinicians involved. His proposal is interesting but we don't have the flexibility to include it in the New York Meeting.

Rob asked everyone to keep tabs on the dates for 2020 and 2021. He thanked everyone for their efforts and enthusiasm.

ADJOURNMENT: ~ 1:15 p.m.

Submitted November 20th, 2019

By Peter J. Ward, Association Secretary

COMMITTEE REPORTS

Anatomical Services Committee Report

Anatomical Services Committee Report to the Executive Board of AACA
Oct. 2019

We meet on the 3rd Thursday of the month by conference call from 2:00-3:00 pm.

We submitted an update to the Anatomical Services Award language clarifying that students are not eligible for the award.

We are planning our Symposium topic for the June 2020 meeting to be “The Ultimate Gift, a Conversation with Our Donors”. It will include the “First Patient Documentary” presented by Chip Duncan from Mayo Clinic, College of Medicine, Rochester, MN, sharing specifically the donor interviews. Planning on a panel of Body Donation Program Coordinators to share their experiences talking with the donors and donor families. We have not confirmed our panel speakers at this time but invitations have been extended to Erin Wilcox from UC San Diego and to Julia Williams Wright State University, Ohio.

We are working on a Social media best practices policy statement for Anatomical Services. Submitting to Council for their review.

Regular meeting Lessons Learned Topic: ‘Donor Reception’ by Amanda Mitttlestadt, High Point University, High Point, NC.

Brand Promotion & Outreach Committee (BPOC)

Council Report for October 2019

Members

Christina Lewis (Chair), Jonathan Wisco (Outgoing Chair, Advisory), Soo Kim (Chair Elect), Nena Mason, Scott Barton, Mikaela Stiver.

Recent changes to membership roster

- Since the 2019 Annual Meeting, 2 members cycled off the committee (Ken Jones, Danielle Royer).
- One new committee joined (Mikaela Stiver)
- Soo Kim has agreed to be the next Chair of the committee, and will take over these responsibilities in July 2020 for 2-year term.
- We are currently seeking an additional 2 members to join the committee, and hope to complete this in the next couple of months.

BPOC Recent Activities

- ✓ A regional planning committee organized and provided oversight for the recent Fall Regional meeting at Samuel Merritt University. Registered attendees was around 49-50 (need to confirm actual number with the AACA office, based on several on-site registrations).

- ✓ The 2020 Fall regional meeting has been proposed for Oct 3rd, to be co-hosted by AACA and HAPS in Boston, MA.
- ✓ The BPOC started an Instagram account.
- ✓ Member spotlights on AACA website are active and ongoing.
- ✓ We are currently reviewing all social media platforms to get a sense of the differences in user profile for each type, in order to fine tune our outreach strategies and to maximize AACA visibility. Facebook remains our highest following by the numbers, but LinkedIn and Twitter are growing steadily each month (2-5%).
- ✓ Cross-posting media platform strategy is being constructed, based upon the above information. The Committee will construct a protocol document that describes the activities of all media platforms that AACA is involved with, and this will become reference point for maximizing outreach, customizing outreach and membership engagement, and moving forward with additional strategies

Bylaws Committee Report

The Bylaws committee have not met since last meeting. Currently we have a request from Tom Guest regarding clarifying some of the language of a few items in the new Bylaws. We will meet next month when everyone is settled down.

Career Development Committee Report

We are on track with organizing the meeting events. Our theme will be how to be a good mentor and we are currently compiling a list of persons who can be speakers at the sig. We are focusing in improving the mentorship reception and are very pleased that it is directly following one of the poster sessions. We will be meeting again on October 30th. Please let me know if there are any particular questions for CDC.

Educational Affairs Committee Report

At our first call on Sep, 18 the Educational Affairs Committee discussed the topics for the symposium and the lunch meeting for the 2020 AACA meeting at Weill Cornell in NYC. Potential Symposium topic: Integration a Friend of Foe or Technology Enhanced Anatomy Teaching

For the lunch meeting, potential topic: Partnering with Clinicians. Role of clinicians participating in the anatomy lab teaching, anatomy course. Benefits of such partnership. Will ask the attendees to share their experience. Discussed the updates and status on individual members tasks on the manuscript, Clinical Anatomy in integrated curriculum.

At the next meeting on Oct 24, plans to finalize the symposium topic and brainstorm on names of potential speakers.