



**MINUTES – 2023 AACA Council Meeting**  
**Sunday, July 9, 2023**  
**Orlando, Florida**  
**7:00 AM – 12:15 PM Eastern**

1. **CALL TO ORDER and APPROVAL OF AGENDA ----- 7:31 AM**
  
2. **APPROVAL of MINUTES ----- 7:05 AM**
  - a. October 23, 2022 Interim Council Meeting – Zoom
  - b. Motion to approve: Vaughan Lee
  - c. Second: Jennifer Burgoon
  - d. Vote: Motion passed to accept minutes
  
3. **TREASURER’S REPORT (Walls and Burgoon) ----- 7:35 AM**
  - a. Reviewed PPT for Business Meeting
    - i. Financial status
    - ii. Status of accounts: total assets
    - iii. Annual meetings – Historical review
      - (1) Discuss how to increase attendance
    - iv. Regional meetings – generally have a net profit (small but no losses)
    - v. Other income
      - (1) Membership dues, expect to meet over 500 this year
      - (2) Journal budget – on target for this year
  - b. Current issues
    - i. Membership (try to have personal communication with those with expiring memberships)
      - (1) Possibly reach out to previous members/members in grace period
    - ii. Location of annual meeting, virtual Council meetings, regional meetings, vendors/sponsorship
  - c. Discussion of Virtual Meetings
    - i. We have a virtual meeting scheduled for 2026, and we can see how this goes
    - ii. We can use this to determine how often to have virtual meetings
    - iii. We haven’t confirmed any kind of cycle for how often to have virtual meetings
  - d. Discussion of having meetings hosted at institutions
    - i. We could create documentation for members to use to bring to their institutions to host meetings
  
4. **MEETING OVERSIGHT & PROGRAM PLANNING----- 7:46 AM**
  - a. MOPP Committee Members
    - i. Executive Committee, Special Interest Committee Chairs, Meeting Managers, Annual Meeting Hosts, Ad Hoc Committee Chairs, 2023 Special Events Coordinators, ASG Representatives
  - b. General MOPP Report

- i. Continue work on Planstone software
  - (1) Will offer opportunity for members to go in after meeting and pay to have access to recorded sessions and posters
- ii. Improved submission guidelines and post-conference survey
- iii. Watch for IRB approval (when applicable)
- iv. Developed the conference schedule
  - (1) Utilized abstract reviewer's ratings to selection presentation formats
  - (2) Changed Banquet to Award Reception and Celebration
  - (3) Added Parade of Committees, Ultrasound Course, and Closing Speaker
- v. Future Conference Planning
- vi. Full report in conference program
- c. Meeting Statistics
  - i. Reviewed current and past abstract statistics
    - (1) Currently have 288 registrants
    - (2) 63 publishable
    - (3) 44 non-publishable (late-breaking)
- d. Reviewed conference schedule by day
- e. Upcoming Meetings
  - i. 2024: New York, NY – June 17-21
  - ii. 2025: Seattle – June 16-19
  - iii. 2026: Virtual Meeting: Dates TBA – June 15-19
  - iv. 2017: Start searching for for institution (instead of hotel) to host
    - (1) Possibly could be hosted at Mayo by Nirusha Lachman
- f. Additional topics to address
  - i. Conference awards
    - (1) 4 awards – each has two winners (poster and platform)
    - (2) Email went out for judging assignments
    - (3) Survey Monkey form must be completed by Tuesday night for meeting on Wednesday
  - ii. CART sessions
    - (1) Looking for ideas
    - (2) Scheduling additional Region and Annual Conference

## 5. COMMITTEE REPORTS

- a. **Journal** ----- **8:11 AM**
  - i. Chair's (Loukas) and Editor's (Tubbs) Report - See page 30 of Annual Program
    - (1) Reviewed Editors
    - (2) Reviewed article views trend (increasing)
      - (a) Most viewed articles
  - ii. Reviewed regions/country of submission
    - (a) China, US, Turkey, India, Poland, Japan
  - iii. Journal impact factor trend
    - (1) There were some changes, but ours stayed the same
    - (2) Reviewed competing journals
      - (a) Moved above Journal of Anatomy and Surgical and Radiologic Anatomy
    - (3) Reviewed articles contributing to impact factor

- (4) Reviewed journals that site Clinical Anatomy articles
- b. Reviewed articles of Interest
- c. Discussion of submission fee for articles
  - i. Journal receives royalties
    - (1) No longer sending journals, but rather individual downloads, which has reduced this
    - ii. Discussed having another journal that is only pay per view
    - iii. Working on solutions
- d. Discussion of how to manage AI
  - i. Have software to help pick up on plagiarism
  - ii. Hoping to be able to do this with AI – this requires another level of monitoring

**BREAK----- 8:40 AM**

**6. COMMITTEE REPORTS CONTINUED**

- a. **Ad-hoc Diversity, Equity, and Inclusion Committee (DEIC) ----- 8:52 AM**
  - i. Chair’s Report – See page 26 of Annual Program (Meyer)
  - ii. Reviewed Members
  - iii. Charges: Surveying and evaluating AACA membership statements
    - (1) Identifying gaps and providing education
    - (2) Promote outreach and membership
    - (3) Promote education and training
    - (4) Meet monthly
  - iv. Tasks accomplished:
    - (1) 2022 Annual Meeting – presented overview of DEI topics in anatomical science
    - (2) Portion of AACA budget - \$300 for special award for student who has presented
    - (3) Finalized planning details for CART session on Student Perceptions of DEI
    - (4) Started blog – plan to post twice monthly
    - (5) Discussed with Bylaws and Exec about becoming standing committee
    - (6) Discussing drafting DEI statement for AACA
    - (7) Received Board Approval for DEIC logo
    - (8) Discussed appointing 2 or more new members
    - (9) Proposed an endowment/travel scholarship fund for research related to DEI initiatives – possible contribution of funds from past presidents of AACA
    - (10) Planned breakfast learned – Lessons learned from anatomy students
    - (11) Reviewed abstracts for this meeting, facilitate Breakfast meeting
    - (12) Two new members appointed before annual meeting
  - v. Goals:
    - (1) Want to review AACA membership diversity, become standing committee, form
  - vi. Discussion
    - (1) None of the submissions were relevant to DEI (more related to anatomical variation)
    - (2) Can reapply for \$300 award – should be funded again for next year (can ask for \$600 and justify why they need more funds)
    - (3) Will work on wording for criteria for being eligible for DEI award
  - vii. Can propose to become standing committee at Interim Council Meeting in the fall

- b. **Career Development** (not in attendance) ----- **9:08 AM**
  - i. Chair's Report – See page 29 of Annual Program (Troy)
  - ii. Reviewed tasks of committee, judging and awards
  - iii. Anatomy Career Connections
  - iv. Breakfast Meeting – Career Connections
  - v. Symposium – Faculty time management
  - vi. CART session on April 5 – Faculty negotiation
  - vii. Reviewed Membership
  
- c. **Clinical Anatomical Terminology** (not attending) ----- **9:11 AM**
  - i. Chair's Report – See page 29 of Annual Program (Tunstall/Bonfiglio)
  - ii. Reviewed meeting days
  - iii. Tasks Accomplished
    - (1) Continued creating and reviewing definitions using CAT's online definition machine
    - (2) ATI website, created plain language definitions using TA2 terminology
    - (3) Working on capability of definition machine
    - (4) Working on recruiting participants for definition machine
    - (5) Working on having presence at other conferences
    - (6) 2023 meeting Symposium: Sarah Collins – how terms are utilized in the clinical environment
  - iv. Reviewed members
  - v. Discussion/Concerns
    - (1) There is some concern about the type of terminology utilized
    - (2) This committee work is not being done under the auspices of the AACA.
    - (3) Also concerns about working with company
    - (4) Can discuss motions to changing Bylaws and not allowing work with this company (ATI)
  - vi. Motion: AACA CAT committee should have no association with the ATI Group – Tom Gest
  - vii. Second: Shane Tubbs
  - viii. Vote: Motion passed
  - ix. This will be a directive to Bylaws
  
- d. **Anatomical Services** (not in attendance) ----- **9:29 AM**
  - i. Chair's Report – See page 25 of Annual Program (Middlestadt/Report)
  - ii. **Presidential Appointees**
    - (1) 2020-2023: Nirusha Lachman, Mayo Clinic College of Medicine, Lachman.nirusha@mayo.edu
    - (2) 2021-2024: Amberly Reynolds, Rocky Vista University, areynolds@rvu.edu
    - 2022-2025: Evan Goldman, Penn State College of Medicine, egoldman1@pennstatehealth.psu.edu
  - iii. **Elected Members**
    - (1) 2020-2023: Amanda Collins, University of Massachusetts T.H. Chan School of Medicine, Amanda.Collins@umassmed.edu

(2) 2021-2024: Amanda Mittelstadt, High Point University, amittels@highpoint.edu, Chair

(3) 2022-20225: Aron Davis, University of California, Davis ardavis@ucdavis.edu

iv. **Ex Officio**

(1) James Coey, St. George's University, ASC Special Councilor, jcoey@sgu.edu

v. **Highlights**

(1) During the 2022-2023 year, the ASC met monthly to identify key issues relevant to the operation of body donation programs, including current practices, compliance, preparations, ethics, public relations, and more for discussion during the annual lunch meeting.

(2) We reviewed survey results from the 2022 symposium and business meeting to make future adjustments to meet member needs.

(3) To further identify topics most important to our members, the ASC developed and distributed a survey to all active AACA members with 34 respondents.

(4) This year, we look forward to reviewing the results from our survey with AACA members and providing an open round table discussion on hot topics identified. We are also excited to hear about our member programs' innovations and advancements.

(5) Active AACA members at the business meeting will elect a new committee member to serve from 2023-2026.

(6) We had seven submissions for the Anatomical Services Award this year and are excited to judge them and select one winner.

vi. **Goals**

(1) Through our monthly meetings, our committee identified the need for a space where ASC topics can be discussed and housed. We want to rebuild the ASC ListServe and place essential issues on the webpage.

(2) Our committee has also identified the need to make statements concerning unethical donor use when presented with national and global headlines that affect our programs.

(3) In the upcoming year, the committee will be working on building out the 2023 Symposium and business meeting topics.

vii. **Action Items**

(1) We need guidance on how the committee will convert to adding two newly elected members at annual meetings.

(2) Nirusha Lachman has requested that she not be appointed to the committee this year so that others can join and add additional knowledge and skills.

(3) We will need a new chair, as my position of two years ends.

viii. **Discussion:**

(1) Motion by Jennifer Burgoon: ASC come back within a month with a statement about body donation that can be put out by AACA (related to Harvard incident)

(2) Second: Tom Gest

(3) Vote: Motion passed

(4) Discussion about if it was an individual who did this versus policies and procedures at Harvard

(5) We could make a more global statement

- e. **Nominating** -----9:38 AM
  - i. Chair's Report - See page 35 of Annual Program (Wisco/Greene)
  - ii. Reviewed membership
  - iii. Met on October 31 to identify diverse group of candidates from active list of AACA members
  - iv. Over 3 months, created slate and contacted members
  - v. Each person who accepted nomination sent information to Jennifer Whitlow and Sarah Greene
  - vi. Moving forward all eligible will be asked if they would like to run for a second term.
  
- f. **Membership** -----9:40 AM
  - i. Chair's Report - See page 31 of Annual Program (Tubbs)
  - ii. 214 new members
  - iii. 475 active members (has increased since this time)
  - iv. Majority of regular members, but a good number of associate members
  
- 7. **ASG REPORT** (Walls) -----9:44 AM
  - a. Thanked Council for working with ASG
  
- 8. **OLD BUSINESS** -----9:45 AM
  - a. Discussion of Journal
  - b. Discussion of Royalties
  
- 9. **NEW BUSINESS** -----9:50 AM
  - a. There is a desire among the membership to become more involved
    - i. Adding more members to committees
    - ii. We could have every third month committee meetings open to membership
    - iii. We could add ad-hoc members to committees (depending on Bylaws)
  - b. General calling for webinars
    - i. Possibly have student award winners to give a talk/webinar
    - ii. We could create a committee to work on scheduling out webinars
  - c. Motion to add Ad-Hoc CART committee – Shane Tubbs
    - i. Second: Jennifer Burgoon
    - ii. Voted: Motion passed
  
- 10. **COMMITTEE REPORTS CONTINUED**
  - a. **Brand Promotion and Outreach (not in attendance)** -----9:56 AM
    - i. Chair's Report – See page 28 of Annual Program (Kim)
    - ii. Members
      - (1) Soo Kim, University of Saskatchewan, Chair, soo.kim@usask.ca
      - (2) Nena Mason, Dartmouth, nena.mason@dartmouth.edu
      - (3) Mikaela Stiver, McGill University, mikaela.stiver@mcgill.ca
      - (4) Jessica Immonen, University of Nevada Las Vegas, jessica.immonen@unlv.edu
      - (5) Saskia Richter, University of Delaware, srichter@udel.edu
      - (6) Kelsey Picha, A.T. Still University, kpicha@atsu.edu

- iii. Brand Promotion and Outreach Committee (BPOC) is responsible for the promotion, development, and maintenance of strategic initiatives of the Association with the overarching aims of expanding membership and increasing global reach. The BPOC is responsible for planning and overseeing fundraising efforts and associated travel awards for the Annual and Regional Meetings, managing the Association's social media presence, developing ongoing promotional materials and initiatives, and supporting outreach initiatives or opportunities.
- iv. Since the last interim report, the BPOC has been busy with several activities. First, we helped to organize a CART session on May 19, 2023. The guest speaker was Dr. David Morton, and the title of the session was “Self-Promotion: Are Professors their own Marketers?”. The session was well attended. Second, we completed the 2023 Early Career Travel Award selection process. We were able to provide two awards (\$500 each) to recipients with high caliber projects. Next, the BPOC launched an AACA SWAG fundraiser in June. We sold 32 scrub tops and made close to \$300 in profits; all profits will help fund travel awards in 2024. Finally, the committee was busy preparing for the silent auction and breakfast meeting for the annual meeting in Orlando. In preparation for the breakfast meeting, we launched a membership survey in January of 2023 and we had over 100 members answer the brief survey. The BPOC hopes to share the results with council soon.

**b. Educational Affairs - - - - - 9:59 AM**

- i. Chair's Report – See page 30 of Annual Program (Nation/Report)
- ii. 2023 Educational Affairs Committee Report
- iii. Purpose of Committee: The Educational Affairs Committee (EAC) shall promote the teaching of clinical anatomy, track national and international curricular trends and changes, and develop educational initiatives that will benefit the Association’s members, health care professionals, the education community, and the general public. The Committee disseminates data and recommendations for best practices for all aspects of anatomical education as it relates to clinical practice. The Committee shall plan and implement the Educational Affairs Symposium when scheduled by the Meeting Oversight and Program Planning Committee. The Committee shall consist of six (6) members, each serving a three (3) year term. The President-Elect shall appoint one (1) member in the second year of his/her term, and the President shall appoint one (1) member in the first year of his/her term. One (1) member shall be nominated and elected by the Active Members in attendance at its annual open meeting.
- iv. During the 2022-2023 monthly EAC meetings, discussions focused on a variety of topics, including: an international comparison between anatomy medical integration, the relevance of practical exams to clinical skills, learning strategies and the psychology of failure, etc. While numerous topics were discussed and researched, the committee choose to focus on peer-feedback for the upcoming lunch meeting at the AACA conference.
- v. During the 2023 AACA conference, EAC will host a lunch meeting entitled “Peer-Feedback: An underutilized tool for developing effective teaching”. The EAC will offer some definitions of peer-feedback, and outline distinctions between formal versus informal feedback, the importance of each and why they both can be valuable.

- vi. Attendees will get a chance to offer their feedback to a “peer” following a brief "teaching demo” designed to engage and introduce participants to best practices on how to give, receive, and use effective peer-feedback in various settings (lecture, lab, large-group, small-group, etc). In the guided discussion that follows, the group will discuss importance and limitations of this kind of feedback, and explore what the group sees as pros and cons, and how to overcome these and other barriers to implementation at our institutions.
- vii. Lastly, the EAC committee will provide a peer-feedback evaluation template that can be modified for use across institutions and disciplines. The session will strive to equip participants with knowledge, best-practices, and a bit of first-hand experience with which to engage their home institutions in a wider discussion of peer-feedback and how it can foster an inclusive, supportive way to improve our teaching.
- viii. Reviewed members

11. Motion to Adjourn: Shane Tubbs

- a. Second: James Coey
- b. Vote: Motion passes

**ADJOURNMENT: 10:08 AM**