



**MINUTES – 2024 AACA Council Meeting**  
**Monday, June 17, 2024**  
**New York, New York, USA**  
**8:30 AM – 1:00 PM Eastern**

**Attendees:** Shane Tubbs, Anthony D’Antoni, Mathangi Rajaram-Gilkes, Jennifer Burgoon, Ameer Raouf, Mahindra Anand Kumar, Guenevere Rae, Koichi Watanabe, Yoko Tabira, James Coey, Estomih Mtui, Kathleen Bubb, Nirusha Lachman, Joe Iwanaga, Kazzara Raeburn, David Ezra, Marios Loukas, Jennifer Walls

- 1. CALL TO ORDER and APPROVAL OF AGENDA ----- 8:30 AM**
  - a. Thank You to Outgoing Council Members (Burgoon, Bubb, Iwanaga, Coey)
  - b. Welcome to New Council Members, Official as of Member’s Business Meeting (Bubb, Rae, Ezra, Raouf)
  
- 2. APPROVAL OF AGENDA ----- 8:32 AM**
  - a. Motion to approve: James Coey
  - b. Second: Mathangi Rajaram-Gilkes
  - c. Vote: Motion passed to accept agenda
  
- 3. APPROVAL OF MINUTES ----- 8:32 AM**
  - a. October 23, 2023 Interim Council Meeting – Zoom
  - b. Motion to approve: Kathleen Bubb
  - c. Second: Anthony D’Antoni
  - d. Vote: Motion passed to accept minutes
  
- 4. PRESIDENT’S REPORT (Tubbs) ----- 8:33 AM**
  - a. Reference page iv in the Conference Program
  - b. Thanks to Jennifer Burgoon, the MOPP Committee, Local Hosts, and ASG
  - c. Welcome from Estomih Mtui to WCM Campus
  
- 5. TREASURER’S REPORT (Rajaram-Gilkes) ----- 8:34 AM**
  - a. Reviewed PPT for Business Meeting
    - i. Financial status
    - ii. Status of accounts: total assets, year to date is \$1,079,850
    - iii. Annual meetings – Historical review
    - iv. Journal information
    - v. Current issues
      - (1) Membership
  - b. Current P&L for 2024 conference
  
- 6. MEETING OVERSIGHT & PROGRAM PLANNING----- 8:46 AM**

- a. MOPP Committee Members
  - i. Executive Committee, Special Interest Committee Chairs, Meeting Managers, Annual Meeting Hosts, Ad Hoc Committee Chairs, 2024 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. Changed policy on late breaking abstracts (now post-able on *Clinical Anatomy* website)
  - iv. Developed the conference schedule
    - (1) Utilized abstract reviewer's ratings to select presentation formats for presenters; watched for IRB approval when applicable
    - (2) Added artist Dan Thompson to the opening reception
    - (3) Added the Papanicolaou lecture and reception on Tuesday
    - (4) Continued anatomy trivia night
    - (5) Added third committee symposium to schedule
  - v. Future Conference Planning
  - vi. Full report in conference program, pages 36-38
- c. Meeting Statistics
  - i. Reviewed current and past abstract statistics
    - (1) Currently have 300 registrants
    - (2) 148 postable
    - (3) 10 non-postable
- d. Reviewed conference schedule by day, highlighted rotating poster schedule
- e. Upcoming Meetings
  - i. 2025: Seattle – June 16-19
  - ii. 2026: Mayo Clinic – June 15-19
  - iii. 2027: Texas Tech University Health Sciences Center – June 13-17

**7. CONCERNS OVER UNIFORMITY OF MINUTES AND REPORTS - - - - - 9:07 AM**

- a. Loukas discusses concerns over yearly reports, PDFs of Council and Annual Business Meeting minutes
  - i. AACA needs to establish more uniform reports, create toolkit/template for committee chairs
  - ii. Group/leader needs to be identified to work on this

**8. COMMITTEE REPORTS**

**a. Journal - - - - - 9:13 AM**

- i. Chair's (Loukas) and Editor's (Tubbs) Report - See page 34 of Annual Program
  - (1) Loukas congratulates Tubbs and journal team on rising impact factor, strong numbers, and author submissions
  - (2) Reviewed Editors
  - (3) Reviewed article views trend (increasing)
    - (a) Most viewed articles

- ii. Reviewed regions/country of submission
  - (a) China, Turkey, US, Poland, India, 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
  - (5) Reviewed articles of Interest
  - (6) D’Antoni suggests linking journal submissions to membership
  - (7) Create eblasts on posting abstracts in *Clinical Anatomy* to members
    - (a) How to get conversions from Annual Meeting presentations to *Clinical Anatomy* submissions
    - (b) Raof suggest Council members reaching out to presenters
- b. Ad-hoc Diversity, Equity, and Inclusion Committee (DEIC) ----- 9:26 AM**
  - i. Chair’s Report – See page 29 of Annual Program (Meyer)
  - ii. Loukas and Raeburn discuss DEIC work on bylaws
    - (1) Bylaws work should be added to their report
  - iii. A broader focus on DEI initiatives should be taken up, rather than such a focus on sex and gender initiatives
    - (1) Other diversities such as deaf and hard of hearing
- c. Bylaws ----- 9:41 AM**
  - i. Chair’s Report – See page 39 of Annual Program (Raeburn)
  - ii. Bylaws Committee to set up meeting with President and Council prior to Interim so all can review beforehand
  - iii. Tubbs requested to remove Journal Committee as a standing committee
    - (1) Loukas shared background of why this committee was created and why it is no longer necessary with current setup
- d. Career Development ----- 9:46 AM**
  - i. Chair’s Report – See page 32 of Annual Program (Troy)
- e. Clinical Anatomical Terminology -----9:47 AM**
  - i. Chair’s Report – See page 32 of Annual Program (Neumann)
- f. Anatomical Services ----- 9:52 AM**
  - i. Chair’s Report – See page 28 of Annual Program (Reynolds)
  - ii. Coey reports that committee continues to do good work
  - iii. Lachman agrees and notes the good productivity and partnership between ASC and clinicians
- g. Nominating -----9:55 AM**
  - i. Chair's Report – See page 39 of Annual Program (Wisco)
  - ii. Lachman comments on the importance of this committee and that she would be willing to serve on this committee in the future
- h. Membership ----- 10:00 AM**
  - i. Chair's Report – See page 35 of Annual Program (D’Antoni)
  - ii. Work on accurate snapshot at the time for membership reporting so we have more data than just year end numbers
  - iii. AACA needs a multifaceted approach to increase membership

- (1) What barriers can Council work on to increase membership?
- iv. How can AACA become monetized and more modern to add greater value?
  - (1) Incentivize students – add a few courses or databases
- v. What is our strategy on membership?
  - (1) More LinkedIn posts, emails to nonmembers
- vi. Council charges the Brand Promotion and Outreach Committee with increasing member and nonmember engagement
  - (1) Continue more social media engagement
  - (2) Lachman notes importance of presidential appointees on this committee and council input to activities
- vii. Raof shares same sentiment that we need to expand student and junior faculty involvement
- viii. Tubbs suggest D’Antoni lead a taskforce on membership and share periodic updates to Council
- ix. Affiliate Membership Updates
  - (1) Tubbs move that due to changes in associations and journals, only BACA members be eligible for affiliate membership with in the AACA meaning that ASSA and ANZACA members are no longer eligible for this category
    - (a) Second: Anthony D’Antoni
    - (b) Vote: Motion passed

**i. Brand Promotion and Outreach ----- 10:27 AM**

- i. Chair’s Report – See page 31 of Annual Program (Kim)
- ii. Note previous discussion related to the BPOC

**j. Educational Affairs ----- 10:28 AM**

- i. Chair’s Report – See page 33 of Annual Program (Raof)

**k. Overall Committee Notes**

- i. Create committee goals (and redirection as needed)
  - (1) Walls and Tubbs to work on and have draft recommendations ready by Interim
- ii. Setup archive of financials and minutes for council to have access to
- iii. Kathleen Bubb made a motion that moving forward committee chairs (or a designated committee member) are to attend zoom and in-person Council meetings
  - (1) Second: Kazzara Raeburn
  - (2) Vote: Motion passed
- iv. Burgoon questions if an ad hoc Council member should be assigned to all committees
  - (1) Bylaws should consider this suggestion

**9. ASG REPORT -----10:32 AM**

**10. OLD BUSINESS ----- 10:35 AM**

- a. Off cycle committee terms – Bylaws to set staggering years for new and existing committees
  - i. Tubbs made a motion that the Bylaws Committee review language on committee terms and adjust as necessary
  - ii. Second: Jennifer Burgoon
  - iii. Vote: Motion passed

**11. NEW BUSINESS ----- 10:40 AM**

- a. Iwanaga thanks everyone for the opportunity to be on Council for the past six years and shares idea of fellowship program within AACCA and more symposia-type speakers at Annual Meeting
- b. Fellowship Program within AACCA
  - i. Loukas states that AACCA could support 4-5 fellowships per year
  - ii. Lachman supports and shares that Mayo Clinic already has this setup and ready
  - iii. Task force needed on setup, requirements, application, processes
    - (1) Lachman to lead and send out suggestions to Council prior to Interim
- c. Educational Affairs Committee member issue
  - i. Raof shares that Jon Jackson has not attended any recent monthly EAC meetings and is not responding to email
  - ii. Tubbs motions to remove Jon Jackson from the Educational Affairs Committee
    - (1) Second: Jennifer Burgoon
    - (2) Vote: Motion passed
  - iii. Lachman motions to have Yolanda Salinas-Alvarez fill the vacant seat on the Educational Affairs Committee for the remainder of the term (2022-2025)
    - (1) Second: Shane Tubbs
    - (2) Vote: Motion passed

Motion to Adjourn: Anthony D'Antoni

- d. Second: Jennifer Burgoon
- e. Vote: Motion passes

**ADJOURNMENT: 10:58 AM**