



MINUTES – 2022 AACA Interim Council Meeting
Sunday, October 23, 2022
9:00 AM-3:30 PM E.S.T.
Zoom

In attendance: Jennifer Whitlow, Anthony D’Antoni, Tom Gest, Estomih Mtui, Gib Willet, Jennifer Burgoon, Joe Iwanaga, Kathleen Bubb, Kazzara Raeburn, Marios Loukas, Nirusha Lachman, Shane Tubbs, Robert Spinner, Vaughan Lee, Sarah Greene

1. **CALL TO ORDER** ----- 9:17 a.m.
2. **APPROVAL OF AGENDA**-----9:17 a.m.
 - a. Motion to approve by Shane Tubbs
 - b. Seconded by Anthony D’Antoni
3. **APPROVAL OF MINUTES** ----- 9:17 a.m.
 - a. Motion to approve by Shane Tubbs
 - b. Seconded by Jennifer Burgoon
 1. Need to add note that abstract will not be published
4. **TREASURER’S REPORT (D’Antoni)**----- 9:19 a.m.
 - a. Summary of accounts
 1. In 2021, over \$1 million, dropped under in 2022
 2. Now under \$900,000
 3. About 60% is due to market fluctuation, 40% related to conference expenses
 - b. Financial growth over time
 1. Steady increase until 2021, currently close to 2019 numbers
 - c. Status of accounts
 1. Total assets \$898,780
 2. Reviewed specific accounts
 - d. Annual meeting’s historical view
 1. Loss of \$36,197 at 2022 meeting
 2. Predict loss for the 2023 meeting as well
 3. Need to consider how to move to profit in future meetings (New York & Seattle)
 4. Reviewed what would happen if we continued to have similar loss at meetings
 5. Expenses for food and beverage have significantly increased
 - e. Regional meetings
 1. Reviewed recent regional meetings
 2. Typically, we profit at regional meetings
 - f. Membership
 1. Reviewed membership from 2016-2021

2. There has been a plateau of membership, but have not lost membership
 3. Still have two months before end of year to increase membership
 4. Discussed increasing membership fees, which have not increased since 2014
 5. Since we are close to 600 members, we moved up to the next tier with StarChapter system, which increased cost
- g. Journal budget
1. Reviewed journal budget from 2018-2022
 2. As of Sep. 30, 2022, profit was \$40,173
 3. Increased in 2021 due to developmental funds
- h. Total projected 2022 year-end & comparison
1. Reviewed comparisons from 2016-2021
 2. Project 2022 will have net loss of ~\$5,000
- i. Current issues and other thoughts
1. Reviewed overall budget through proposed 2023 budget
 2. Reviewed income
 - a. Abstract submissions have been similar
 - b. Advertisement is similar
 - c. We have room for more exhibitors (~28) will could increase income – will put out call for exhibitors after this meeting, pending Council decisions
 - d. There will be an ultrasound course instead of a post-graduate course
 - e. Registration will increase to help with food and beverage
 - f. Royalties should break ~\$70,000 this year
 - g. Plan to increase job positing cost to \$175 staring Jan.1, 2023
 - h. Total income for 2023 is ~\$430,000
 3. Reviewed expenses
 - a. Discussed changing amount related to awards
 - b. AV will be ~\$28,000 – working to reduce this
 - i. Having conferences at institutions could save a large amount with AV/IT needs
 - c. Food and Beverage has increased – looking at removing food at banquet due to having lunch and breakfast meetings
 - i. There has been a ~30% increase in food and beverage since 2019
 - d. Reviewed Committee budget proposals
 - e. Total expenses for 2023 meeting ~\$201,000
 - f. Reviewed other expenses for year (journal, meetings, travel expenses, management, accountant, attorney, telephone, marketing, Feather)
 - g. Total expense overall is ~\$479,000, which leaves a ~\$40,000 deficit
- j. Discussion of ways to address deficit in future meetings
1. Possibility of alternating virtual and in-person conferences
 2. Interim virtual meetings
 3. Meetings hosted at institutions versus hotels
 - a. Reduce cost of food and beverage

- b. Reduce cost of AV/IT
- 4. Ways of changing registrants for attending events with food
- 5. Membership Survey
 - a. Most members said a virtual meeting would not work for them
- 6. We will plan to send out a call for meetings at institutions
- 7. We could send a survey on how many members are at institutions that are still not providing funds for travel
- 8. Looking at smaller cities (Tucson, Phoenix, etc.)
- 9. Motion to increase registration for meetings by \$150
 - a. Moved by Jennifer Burgoon
 - b. Seconded by Tom Gest
 - c. Voted – motion passed
- 10. Motion to increase membership fee by \$20
 - a. Moved by Anthony D’Antoni
 - b. Seconded by Jennifer Burgoon
 - c. Voted – motion passed

5. PRESIDENTIAL UPDATE ----- 10:04 a.m.
 a. No current updates

6. COMMITTEE REPORTS

a. Educational Affairs----- 10:04 a.m.

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

- 1. Welcomed two new members this year.
- 2. Brainstorming ideas for breakfast meeting – decided on how to provide and receive peer/colleague feedback, and why it is useful
 - a. Working on creating rubric for peer feedback with relevance to teaching in the anatomy laboratory
 - b. Can discuss with CDC since there is some overlap with mentoring
- 3. Reviewed budget request
 - a. Initial request was before deciding on topic – no longer need to have outside speaker and therefore no longer need the budget requested

b. Diversity, Equity, & Inclusion ----- 10:12 a.m.

Chair's Report (Meyer)

- 1. Changeover of Chair to Edgar Meyer in August
- 2. Set up recurring meeting time and have had 2 meetings since then
- 3. Gathered documentation from past meetings and reports, established goals for current year
 - a. Surveying membership to establish diverse backgrounds to help work on ways to increase diversity of membership
 - b. Work to establish becoming standing committee
 - c. Work on ways to provide resources to membership – creating monthly blog “how to” diversify classroom, support inclusion of space
 - d. May request webspace to create blog with method for approving submissions
- 4. Reviewed budget request

- a. Funds to support travel and one-year membership of students from underrepresented or low socioeconomic backgrounds
- b. Funds to invite guest speaker to breakfast meeting
- 5. CART webinar topic
 - a. Why does DEI content matter to students – invite a student from each institution of committee members from one more marginalized groups
 - b. Proposed date is week of April 24th (possibly Wednesday, the 26th)

c. Brand Promotion and Outreach ----- 10:21 p.m.

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

- 1. Working on silent auction, t-shirt design contest, swag items
 - a. Silent auction had net profit of ~\$824 to support travel awards
 - b. Profit of \$117 for t-shirt design contest – looking into higher quality t-shirts
 - c. Working on new ideas for swag shop (scrubs, lab coats, socks)
- 2. Social media activities
 - a. Facebook, Twitter, Instagram schedule of posts
 - b. Working on new ideas for continuing engagement with members
- 3. Brainstorm on breakfast meeting ideas
- 4. Reviewed budget request
 - a. Lapel mic and backdrop for high quality recording for social media
- 5. Discussed adding t-shirt purchase to registration page and pick up at meeting (reduce shipping cost)

d. Career Development ----- 10:27 a.m.

Chair's Report (Troy) **Report attached below**

- 1. CDC meets the last Monday of every month. We have met twice and have a meeting tomorrow at 4pm Mountain time.
- 2. Annual Meeting:
 - a. Anatomy Career Connections Reception is combined with the CDC Breakfast
 - b. the breakfast will occur on the first morning of the conference
 - c. the “theme” will be helping make connections: we will have established members at each table for the new members to sit with – the goal is that these established members will help the new members navigate the meeting and ACAA, making introductions, etc.
- 3. CDC Symposium
 - a. Current topic idea – Time Management (focused on faculty time mgmt.)
 - b. Currently researching possible speakers
 - c. Plan to begin reaching out in November
- 4. CART Session
 - a. March 2023
 - b. How to Negotiate?
 - c. Planning still very early stages
- 5. If the money I asked for in the budget is not enough to cover travel (on top of the \$500 honorarium) costs for an outside speaker, is there a way to request more?
 - a. Discussed that we sometimes send a \$750 check or have them send in their hotel/flight receipt and then reimburse them

d. Clinical Anatomical Terminology - - - - - 10:32 a.m.

Chair's Report (Tunstall/Bonfiglio) – **Report attached below** (will not attend)

1. The CAT has been busy working on planning our symposium for the next annual meeting. The CAT committee meets monthly and each of our subcommittees meet in a separate monthly meeting. Our subcommittees are hard at work continuing to problem solve the programming/technical challenges associated with our definition creation, while also continuing to develop new anatomical terminology definitions. We are also continuing to work on promotion through our twitter account and had significant interactions through world anatomy day.
2. Reviewed budget request
 - a. \$2500 for experts, honorarium, flight, hotel, food, full registration

7. BUDGET PROPOSALS - - - - - 10:35 a.m.

- a. Brand Promotion and Outreach Committee: \$920
 1. Lapel mic, backdrop, swag items, speakers
 2. Motion to approve: Anthony D'Antoni
 - a. Seconded: Tom Gest
 - b. Voted – motion passed
- b. Career Development Committee: \$1,250
 1. Honorarium, travel and hotel for symposium speaker
 2. Motion to approve: Shane Tubbs
 - a. Seconded: Anthony D'Antoni
 - b. Voted – motion passed
- c. Anatomical Services Committee: \$2500
 1. Experts, honorarium, flight, hotel, food, full registration
 2. They do not have a symposium this year
 - a. Typically, on non-symposium year, less funds are provided
 3. Motion to approve \$0 – Anthony D'Antoni
 - a. Seconded: Kazzara Raeburn
 - b. Voted – motion passed
- d. Clinical Anatomical Terminology Committee: \$2500
 1. Symposium speaker, paying students/members to write definitions, members representing CAT at other meetings (HAPS)
 - a. Concern about paying students write definitions, however these are vetted by the committee
 - b. Concern that AACA is paying for this to be distributed other places outside of AACA
 2. We will remove the \$1000 for paying students for writing definitions
 3. We are already sending an AACA member to HAPS – remove \$500
 4. Motion to approve \$1000: Jennifer Burgoon
 - a. Seconded: Kazzara Raeburn
 - b. Voted – motion passed
- e. Diversity, Equity, and Inclusion Committee: \$2500
 1. Student awards (3 underrepresented/low socioeconomic students); registration, travel, and lodging for keynote speaker at breakfast meeting

2. Need to clarify funds for students
3. Need to ensure this will support long-term engagement with AACA
 - a. Could give funds toward multiple years
4. If they have a poster/presentation related to DEI, they could receive this support
 - a. We could use a checkbox with submission similar to Anatomical Services
 - b. DEI committee could visit these posters and select award winners
 - c. Usually awards are \$250 towards travel (for early career travel)
5. Concern over outside guest speaker for breakfast meeting
 - a. Cannot provide funds except for symposium
 - b. Members can be utilized as speakers
6. Motion to provide \$300 for one student award in area of DEI: Tom Gest
 - a. Seconded: Kathleen Bubbs
 - b. Voted – motion passed

BREAK 11:03 a.m.

8. COMMITTEE REPORTS (Continued)

a. Bylaws ----- 11:19 a.m.

Chair's Report (Raeburn)

1. Had first meeting this month
2. Discussed opening committees to more members
 - a. Brainstorming number of committee members that could be added
 - b. Discussed having a junior member/senior member
3. Discussed Financial Affairs Committee and terms
 - a. Looked at other committees to standardize across committees
4. Discussed outreach to help members become familiar with Bylaws
5. Discussion of having Bylaws committee draw up suggestions for items above and standardizing across committees and bring to Council

b. Membership ----- 11:24 a.m.

Chair's Report (Tubbs)

1. Reviewed makeup of committee
2. Reviewed types of membership
3. Reviewed membership dues and selection of hard copy vs electronic journal – may move towards electronic only
4. Reviewed member numbers 2018-2022
 - a. Not too much different from previous years and still have time to increase membership in 2022
5. Electronic vs Print – A majority of members choose electronic version
 - a. Discussion of how switching to electronic only could save money
6. Discussion of grassroots method for increasing membership

WORKING LUNCH {11:30 – 12:40 p.m.}

9. MEETINGS ----- - 11:34 a.m.

- a. Program Secretary/MOPP Committee Chair's Report (Burgoon)
 - 1. Reviewed makeup of MOPP
 - 2. Reviewed meeting managers and meeting hosts and special members
- b. 2022 Annual Meeting Report (Burgoon/Whitlow)
 - 1. Meet monthly
 - 2. Meeting managers will meet to work on meeting schedule and Planstone abstract submission process
 - 3. Working to update Article VIII – Section 5 needs updating
 - 4. Current and proposed abstract submission costs
 - a. Proposed increasing regular member to \$75, associate member to \$50, resubmission leave as is
 - b. Motion to increase costs as suggested: Shane Tubbs
 - c. Seconded: Tom Gest
 - d. Voted – motion passed
 - 5. Reviewed registrant numbers
 - 6. Reviewed results of conference results
 - a. Reviewed respondent demographic data
 - b. Most beneficial is networking, poster and platform sessions
 - c. Majority would recommend to others
 - d. Majority would put into practice ideas presented
 - e. Suggested to not switch back and forth between June/July
 - f. Majority indicated meeting helped with networking, importance of not having concurrent activities, and having meeting mentors
 - g. 68% would not utilize childcare, 84% indicated should be lactation room
 - h. Reviewed reported benefits of each breakfast and lunch meetings, presidential speaker session, trivia, awards ceremony, post-graduate course, poster and platform sessions
 - i. Allow nominees at Business Meeting to introduce themselves
 - j. Abstract submission – more assistance with how to create posters and recordings
 - k. Maintain membership – networking, participating in committee work, journal
 - l. Suggestions for improvement
 - i. Discussion boards, lactation rooms at conference, more travel awards for students, more educational opportunities, improve interaction with students
 - ii. Panels over presentations
 - iii. Keep in-person meetings
 - m. We can promote who to talk to with concerns that come up at conference
- c. 2023 Annual Meeting Update (Burgoon)
 - 1. Orlando, FL
 - 2. Reviewed current schedule for meeting
 - 3. Discussed charging for attending breakfasts and lunch – last year people did not attend because they had to pay extra for it. The increased registration fee should help to cover some of this instead.
 - 4. There will be an extra charge for the ultrasound conference and for trivia night

- d. Future Meetings (Burgoon/Whitlow)
 - 1. 2024 meeting in New York
 - 2. 2025 meeting in Seattle/Bellevue

- e. Topics to Address
 - 1. Discussed keeping awards but reducing faculty award amount from \$1000 to \$250
 - a. Motion to reduce awards to \$250: Shane Tubbs
 - b. Seconded: Jennifer Burgoon
 - c. Voted – motion passed
 - 2. CART Sessions
 - 3. Scheduling additional regional and annual conferences – regional should be virtual, Jennifer Burgoon can make a call for this
 - 4. For 2026 – should we explore hosting a meeting at an institution rather than hotel, or potentially hold a completely virtual meeting
 - 5. Motion to make the 2026 meeting a virtual meeting: Anthony D’Antoni
 - a. Seconded: Shane Tubbs
 - b. Voted – motion passed
 - 6. Jennifer Burgoon will create a call for a virtual regional meeting in 2023

10. COMMITTEE REPORTS (Continued)

- a. **Anatomical Services** ----- 12:09 p.m.
 Chair's Report (Mittelstadt) - **Report attached below** (will not attend)
 - 1. During the 2022 annual meeting, the ASC welcomed new members Aron Davis and Evan Goldman to the committee.
 - 2. The committee has met four times since the annual meeting on the third Wednesday of every month at 3:00 pm.
 - 3. We have submitted our budget for the 2023 annual meeting with an ask of \$2,500 to help secure one to two speakers for our business meeting.
 - 4. We are currently finalizing our topic for our “Lessons Learned” section and working on selecting our speakers.
 - 5. As a committee, we wish to continue our relationship with international organizations and hope to have one to two members as speakers for our business meeting.
 - 6. Overall, this year’s committee has held great discussions each month and look forward to being a resource for AACA members interested in Anatomical Services and education.

11. JOURNAL COMMITTEE ----- 12:09 p.m.

- a. We are competitive with other similar journals
 - 1. Impact factor is now 2.4 (highest we’ve had)
- b. Number of submissions this year are in line with previous years
- c. Working on making submission process more intuitive
- d. Invited over 2500 reviewers
- e. Doing very well overall
- f. Discussed meta-analysis and systematic reviews discussed a few years ago

- 1. These have increased
- g. Discussed including more focus on clinical anatomy education
 - 1. Currently about 20% of paper are educational
 - 2. We could do a special issue on clinical anatomy education – Nirusha agreed to help with this

12. AWARDS (Greene)- - - - - 12:21 p.m.

- a. AACA Honored Member Nominees
 - 1. Bernell Dalley – reviewed nomination letter from Tom Gest
 - 2. Kumar Satish Ravi – reviewed nomination from Pushpa .N.B
 - 3. Motion to accept Bernell Dalley as 2023 recipient: Shane Tubbs
 - i. Seconded: Vaughan Lee
 - ii. Voted – motion passed
- b. R. Benton Adkins, Jr. Distinguished Service Nominees
 - 1. Gregory Smith
 - 2. David Porta
 - 3. Motion to accept Greg Smith as 2023 recipient: Tom Gest
 - i. Seconded: Shane Tubbs
 - ii. Voted – motion passed

13. OPEN POSITIONS FOR 2023 ELECTION (Greene/Whitlow) - - - - - 12:29 p.m.

- a. Reviewed members rolling off Committees
- b. Jennifer Whitlow will send needed presidential appointees to Tom Gest
- c. Council open positions
 - 1. President Elect
 - 2. Association Secretary
 - 3. Special Councilor – Allied Health
 - 4. Two Councilors-at-Large
- d. Process of next election will begin in January

14. ASG REPORT (Whitlow) - - - - - 12:35 p.m.

- a. Alex Waters has entered Kendra’s position
- b. Jennifer, Rhonda, and Alex will be at 2023 meeting

15. OLD BUSINESS - - - - - 12:37 p.m.

- a. Process of making DEI standing committee
 - 1. We are working on allowing time as they contribute to the association prior to become standing committee
 - 2. The 2023 meeting will be their third annual meeting
 - 3. They can bring something to Bylaws who will bring it to Council in the spring
 - 4. Currently there is not a required timeline in the Bylaws – Bylaws can work on creating a timeline using Brand and Promotion as a template (ex: 4-5 years as ad hoc committee)
- b. Discussion of increasing number of members of Committees
 - 1. Bylaws can work on this and present it to Council

16. NEW BUSINESS- - - - - 12:42 p.m.

- a. Discussion of professionalism and incidents reported at meeting (inappropriate interaction of senior member with junior member)
 - 1. We currently have members agree to professionalism when registering for meeting
 - 2. We will revisit statement that was added previously
 - 3. We will work to ensure that members know who to speak with so that they know how and can feel comfortable reporting something
- b. Discussion of Giving Tuesday for donations
- c. Discussion of CART sessions
 - 1. Normally have 55-65 participants
 - 2. Topics have included: Joint meeting with HAPS on mental health in educators, Clinical Anatomy, Meet your President
 - 3. Nirusha volunteered to work on a CART session

ADJOURN 12:51 P.M.

Committee Reports:

EAC Report

October 23rd, 2022

Since the 2022 annual meeting, two new members were introduced to EAC. Dr. Eiman Meguid (member elect) brings a significant international viewpoint as a renowned anatomy educator from Queen’s University in Belfast, Ireland. Jon Jackson (presidential appointee) contributes his expertise as a scientific writer and anatomy educator at an osteopathic institution (Burrell College, New Mexico). Haley Nation remains chair; Dolgor Bataar, Kathy Pappas, and David Brzezinski also serve as members of EAC.

The EAC committee has been working diligently brainstorming numerous ideas for the AACA 2023 annual meeting. Ideas included: how anatomy is taught globally (compare and contrast), the relevance of practice exams to clinical skills, learning strategies, best practices pertaining to accommodations and remediation, student and faculty motivational patterns, etc. While numerous ideas were discussed and researched, the committee has decided to focus on the theme of “Peer/Colleague Feedback”.

The purpose of the breakfast meeting will be to discuss the importance of peer feedback, how to give and receive feedback, and the uses of peer feedback. We will discuss the significance of peer feedback and highlight its scarcity in the more current highly demanding curriculums. We will also discuss how to deliver feedback to colleagues in a safe way as well as institutional level policies and expectations. The committee will ensure the topic is both relevant to all basic science educators as well as “anatomy-centric”, specifically addressing the environmental constraints of providing feedback to colleagues while teaching in the dissection lab setting. Lastly, the committee would like to provide a “rubric” for peer feedback, highlighting key aspects of both content and delivery that are important in being an effective educator. As of right now, the EAC team feels we can successfully give this presentation without the need of inviting a speaker to the breakfast meeting. Therefore, the requested funds will likely not be necessary for the 2023 conference.

The committee is open to any ideas or suggestions that the Council might have! Please let us know if there are any recommendations.

Sincerely,

Haley and the rest of the EAC team

Anatomical Services Committee

October 2022 Council Meeting Update

Submitted by Amanda K. Mittelstadt, Chair of ASC

Committee Members:

- James Coey
- Nirusha Lachman
- Sebastian Cotofana
- Evan Goldman
- Amanda Collins
- Amanda Mittelstadt
- Aron Davis

Updates:

- During the 2022 annual meeting, the ASC welcomed new members Aron Davis and Evan Goldman to the committee.
- The committee has met four times since the annual meeting on the third Wednesday of every month at 3:00 pm.
- We have submitted our budget for the 2023 annual meeting with an ask of \$2,500 to help secure one to two speakers for our business meeting.
- We are currently finalizing our topic for our “Lessons Learned” section and working on selecting our speakers.
- As a committee, we wish to continue our relationship with international organizations and hope to have one to two members as speakers for our business meeting.
- Overall, this year’s committee has held great discussions each month and look forward to being a resource for AACA members interested in Anatomical Services and education.

Brand Promotion & Outreach Committee

Brief Summary of Activities since AACA Annual Meeting

The BPOC committee has had one meeting since the AACA annual meeting. At this meeting, our team had a chance to debrief about activities such as the silent auction, t-shirt design contest and sales, travels awards, social media activities and our next breakfast meeting in Florida. Below is a summary of activities/ updates:

- The silent auction at the annual meeting was another success. We had a net profit of \$824.00 which will help us to continue with our travel awards in 2023.
- The t-shirt design contest generated \$117.29 in net profits. We are considering a new company to go with in the future to ensure high quality t-shirts that people will want to invest in and will consider having samples available for people to see, feel and order.
- Our team continues to brainstorm about other SWAG items that would be of interest to AACA members.
- Social media team members continue to work hard to keep up with posts and engage with members. There have been some great ideas on how we can increase our presence during

the annual meetings and do some creative events to increase engagement. Required items to make this happen were include in our budget request.

- We have a few preliminary ideas for the breakfast meeting in Florida. We will continue to iron out our ideas at subsequent meetings.

Clinical Anatomical Terminology Committee

The CAT has been busy working on planning our symposium for the next annual meeting. The CAT committee meets monthly and each of our subcommittees meet in a separate monthly meeting. Our subcommittees are hard at work continuing to problem solve the programming/technical challenges associated with our definition creation, while also continuing to develop new anatomical terminology definitions. We are also continuing to work on promotion through our twitter account and had significant interactions through world anatomy day.

Bylaws Committee Report for Interim Council Meeting

October 23rd, 2022

Bylaws Committee met on October 21st. We discussed the following:

- Possible remit from the AACA council regarding the financial affairs committee. The bylaws are unclear regarding the terms for the members of the committee. After review of the other committees, the suggestion was for the members to have a 3-year term which is consistent with other standing committees such as nominating, membership and bylaws.
- Outreach: to familiarize members of the association with the committee, it's function and the current bylaws
- Working with brand promotion to develop a pamphlet for the next general meeting
- Living area on the AACA website: we currently have the bylaws listed in the About Us area of the site, but thinking of an area for members that is live and more informative
- At the last council meeting there was discussion of adding additional members including a junior member role. Briefly discussed how to expand the members. Currently the CAT committee is the largest with 13 members. Therefore, will have to look a bit closer at the members of each committee to determine how to expand.
- Possible DEI policy in addition to the sexual harassment policy that we currently have.