



2020 AACA Interim Council Meeting
Sunday, October 4, 2020
9:00 AM-3:30 PM E.S.T.
Zoom

1. **CALL TO ORDER** ----- 9:01 a.m.

2. **APPROVAL OF AGENDA**-----9:02 a.m.

Approved

3. **APPROVAL OF MINUTES** ----- 9:03 a.m.

Approved

4. **PRESIDENTIAL UPDATE** ----- 9:03 a.m.

COVID-19 has presented us with many challenges, yet our responses related to our meetings have been seamless. In terms of the upcoming meeting, it seems that we are going to need to transition to a virtual meeting. There are some ideas for this, particularly in terms of networking and the possibility of catering and a virtual banquet. Over time, we have accommodated more using adaptability, creativity, resilience, and clinical anatomy.

Maintaining the viability of a small association despite the challenges with COVID, we have done quite well, thanks to our leadership, ASG, and our membership. We have stayed ahead of the game. In terms of goals for this year, we can make this a global program with being online. For example, we had many more people at the annual and regional meetings because of technology. We may need to spend money differently for this but can still make money through outreach and being inclusive. The AACA is more than just American. We can outreach to many groups and friends for this meeting.

We have also been timely in terms of social unjust in the world, including creating our new Ad-hoc committee on Equity, Diversity, and Inclusion, and the statement we created. Our membership and leadership are also diverse. Clinical Anatomy should be a diverse meeting. Because of our experience online last year, things are in place for this year, we just need to create budgets that allow us to make changes and maintain quality, and to think differently. We are acting responsibly and timely, are vibrant, and are ahead of the game. It is a different reality, but there are some parts that are better, such as being with family and saving money. We need to create ways to give back to the Association.

5. **BUDGET PROPOSALS**----- 9:13 a.m.

ASG sent out budget requests to the SIGs and any group that has a need for funds this year. Anthony, Jennifer, and Caitlin met to discuss Treasurer’s report and plans for 2021. Once we have clear direction from the hotel about cancelation – cancellation notice was sent out to the hotel this week – we will work to come up with registration rates for 2021. The final letter was to cancel, and now we are waiting for a response. We expect that they will come back and ask how things can be worked out, and at that point we can discuss rebooking.

SIG Requests likely are based on an in-person meeting.

The CAT committee has requested \$2500 - \$300 for symposium, honorarium, \$200 for outreach, \$2000 for professional programmer for website support (TA/TA2).

We may want to investigate who the programmer is. The CAT committee has aligned with ATI, but need to be sure that both parties are benefitting.

ASC requested \$750 for Lessons Learned speaker for the breakfast meeting.

CDC requested \$2500 for speakers, food, etc.

Brand and Promotion Committee requested \$4200 for over two years: \$2000 for flights, \$500 accommodations, \$1500 table outside of meeting, \$300 incentives to increase engagement.

All of the things that were going to be shipped for last year's meeting are currently in the ASG warehouse.

Many of these requests involve travel – perhaps we can send these back to the committees to re-think their needs creatively based on a virtual conference. Then they can re-submit their budgets to be reviewed in December.

We can either cut the budgets and take travel fees out, or we can ask them to use the money differently to promote AACA. As an example, for the CDC, perhaps we can have a virtual banquet and provide food by sending it through local business to members.

ASG will contact each committee to re-evaluate their budget and resubmit for review in December.

It may also be helpful to reach out to sister associations abroad to get representation at the AACA. James Coey has a list of all of the meetings that he can provide. This would create a global meeting hosted by AACA. We can put our money into marketing and branding with this goal in mind. We can make our conference featured on their websites. We had about 20 different sister organizations represented in our annual meeting this year.

Is there a server list for all of the associations that could distribute materials and information for a meeting held by us? IFAA has a list. ASG will continue communication and collaboration with IFAA to work on cross promotion. Diogo Pais, IFAA Secretary is a contact for this association.

The last meeting was free – this may have had an impact on attendance. Moving forward, we should discuss what the registration cost will be for the virtual conference. If we pick a modest fee and indicate that this cost is for a global audience that may not be charged. For example, people in the US must pay, but attendees from outside of the US could have no fee. The key is knowing our expenses and per person cost, and charge to non-AACA groups.

We can then market this and think about philanthropy – for example – if a donor wanted to have a global meeting with a donation of \$10,000 and have their *name/company associated with the meeting to give them global publicity. This outreach could be at a level that we’ve never talked about.

We can also create an incentive to join AACA for the cost of attendance for members versus non-members to increase our membership. This is already done for the in-person meeting and can be adapted to the virtual meeting.

We could have a CART with mentoring as a big budget item – we could have boxed lunches sent out to people and create this as a major initiative that is funded. We can leave this to the groups that are submitting their proposals. Robert can speak with the Committee chairs to discuss how to think creatively about this. As an example, we could state “This was funded by:”

6. REPORTS (exact times may change depending upon availability of members)

a. Membership Committee ----- 9:38 a.m.
Chair's Report (Gest)

Tom and Marios and Racheal George, and Jim Foster are the members of this committee. The types of membership are Affiliate, Associate, Regular, Senior, and Honored. Our costs are a little bit less than AAA, and so our membership fees seem appropriate. We are trending slightly lower but still similarly in terms of membership at this point of the year. Our income should be comparable to other years, but we do need to encourage colleagues (clinical, basic science, and educator) to join. It is important that we encourage clinicians so that we can emphasize the “clinical” in Clinical Anatomy.

Other organizations have done partial year memberships for joining late in the year (pro-rate). We will need to look at the logistics of this, as right now we use an anniversary year, where you have membership from 365 days after joining/renewing. We may have around 25-30% of clinical members, but this is just an estimate. Perhaps we can add this to our database so that we can track clinical members.

We can also look at who has not renewed membership and contact them directly to learn why they didn’t renew and if there is something we can do to change their mind. This personal touch might help us to get back members. They may only need a reminder, and not be actively choosing not to renew. Perhaps ASG can give the Membership Committee a list so that they can personally contact these individuals. Students are likely the biggest attrition, as they may join only to present at a specific meeting.

b. Educational Affairs ----- 9:49 a.m.
Chair's Report (Mishall)

After the virtual meeting in June, the EAC committee met in July to reflect on the symposium and lunch meeting, and to review the feedback. In August they were given the charge to present the first CART. They met several times in September to prepare for this event on 9/24. At least 60 members attended. The title was “Interactive Teaching –

Lessons Learned.” Members seemed to appreciate this opportunity to connect with other members. Zoom breakout rooms were used to respond to questions about interactive teaching, assessments, and lab methods used before and during pandemic. Feedback included that they would have liked a little bit more time for discussion. They can share the google doc that was used for discussions.

For annual meeting, the EAC will present a lunch meeting. They have not yet started brainstorming topics because they were focused on the CART event and are welcoming of suggestions. Charged with thinking about the meeting in terms of being virtual.

The CART meeting was recorded and posted to the members-only page for those who weren't able to join the meeting.

Robert Spinner mentioned if we could create a publication in Clinical Anatomy on how the Executive Committee is adapting to COVID-19 (such as CART meetings and recordings being posted)? Shane thinks this could be published in less than a month.

c. Bylaws Committee ----- 9:57 a.m.
Chair's Report (Bubb)

They have a new cohort of members. They met and had an introduction meeting to discuss roles and changes that have been made. They have discussed tightening the language as mentioned by Tom. They plan to have a packet of suggestions to be reviewed at once rather than multiple times through the year. Since many changes were made last term, they would like to ask about having them reviewed by legal.

Historically, we have not had bylaws reviewed by legal. We can always send things to our lawyer to check the language, but so far, the changes didn't have legal implications. The process that we put in for sexual harassment were created according to legal advice, but it has not been done for an entire bylaws document. Some sections have been reviewed, and possibly up to 90-95% have been checked by a lawyer about 10 years ago. Perhaps it would be good to have it checked again at this point to get feedback about wording, etc. We could send the lawyer the current version and things we want to add to this version.

Kathleen will reach out to Christina Lewis to ask if the BPC has wording that they would like to add as well. The new Diversity, Equity, and Inclusion Committee may also have additions to the bylaws. We don't need to include a revision of the bylaws for an ad-hoc committee. After at least one year, the Council should vote for that committee to become a standing committee – this should be based on outcomes of the committee and not a time frame of one year. Currently a standing committee is voted upon by the membership. This should be discussed and updated in the bylaws.

Today we will discuss a topic that might be a little bit concerning that may need to have a legal review. We are having some committee members who are not performing duties either because they are sick or are just not performing duties. We will be discussing how to handle replacement of these individuals that might be added to the bylaws. Members have been removed before, but this was not based on policies in the bylaws, and so this should be added.

Under Bylaws, the policies relating to standing committees should be revisited. Caitlin will send the Bylaws from Kathleen to our lawyer to be reviewed. We will need to add a clause about not being able to perform duties, using terms such as final written warning.

d. Career Development ----- 10:14 a.m.

Chair's Report (Moisio) – Not available to join meeting.

Written Report:

Assigned responsibilities for tasks. Kirsten Moisio and Adam Wilson will organize CDC meeting symposium, Padma Gadepally and Estomih will organize breakfast meeting, and Quentin Fogg and Eiman Abdel-Meguid will organize mentor reception.

A theme of “promotion” was decided on for the annual meeting. The symposium will include 2 presentations with a chance for discussion between presenters. Adam Wilson will present “A Review of US Medical School’s Promotion Standards for Educational Excellence”. We are working on the other speaker. One possibility is Walter Eppich from Northwestern to present “How to Get Promoted as a Medical Educator”.

Plans for the breakfast meeting and mentor reception also occurred keeping with the theme of promotion.

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Discussion:

This group has a disproportionately large workload compared to other groups. If there is a full committee, this is doable, but perhaps we can discuss ways to offload the responsibilities of this group.

e. Anatomical Services ----- 10:21 a.m.

Chair's Report (Kalmar and Morgan) – Not available to join meeting.

Written Report:

Since our Annual virtual meeting, the ASC has been working on:
Debriefing from meeting, including AACA survey discussions feedback from our symposium and committee meeting.

Created and submitted to Council updates to Best Practices Guidelines to include: 1) COVID-19 Recommendations, and 2) Image and Media Use best practices.

Discussing possible topics for our 2021 AACA meeting.

Document Review:

COVID-19

They have had monthly meetings and have been working on creating a consensus for dealing with COVID-19. They didn’t need to do a specific document for COVID-19, it can be included as a part precautions for other infectious diseases (hepatitis, HIV, etc.). We can simply add it to this already existing list in terms of body donation.

This document has been well researched and well written, however if this is something that should be undertaken by the AACA is unclear. There may also be differing mandates and guidelines by state. It is difficult to make a single position. Perhaps something could be added to follow local and state guidelines.

This was likely written in response to confusion among programs looking for concise information to based decisions on. Bold the two-line summary/conclusion within this document.

The IFAA has recently posted guidelines for working with COVID on their website, and so this may be redundant. Perhaps we could have the ASC look at that site and determine if anything can be added to this for the AACA.

Recommendation is to have James go back to ASC bringing the discussion of Council to them, so that they can look at the IFAA. Also, other infectious agents could be added to this document. They can then make some modifications and resubmit it.

Marios recommended: Due to the severity of the Covid-19 and also the lack of specific evidence the Covid-19 should be added to list of viruses that in general are prohibited for the body donation program such as

IMAGE MEDIA TECHNOLOGY

Much of this came out of our virtual meeting. This document has been published but has been updated since the meeting.

Section 5: The body donation programs should develop the guidelines. However, the Body Donation Programs are not policing the research that is conducted by faculty. It is up to the committee that investigates misconduct about what has happened. It's the responsibility of the investigator to determine if use is appropriate. For example, the use of images for 3D printing – if the person has already given consent for donation for education, there should not be another level of consent necessary. If there is a publication with images, is this wrong? This section should be rewritten.

Universities operate differently from the body donation programs. Scientific misconduct is treated very differently than the approval of the body donation program. The document of gift should clearly define the use of the donation. The world now utilizes more social media and we need to discuss what is appropriate in our current world. James can take our recommendations back to the ASC for modifications. If the group doesn't agree with our comments, then we can have a discussion together, similar to the peer review process.

BREAK 10:40 a.m.

f. Clinical Anatomical Terminology Committee - - - - - 10:55 a.m.

Chair's Report (Lohman-Bonfiglio and Tunstall) – Not available to join meeting.

Written Report:

1. ASL initiative
2. Continuing to develop definitions
3. Continuing to find and fix TA1 terms on ATI
4. Preparing to update ATI with TA2 terms
5. Discussing collaboration with Paul Neumann and TA2 Viewer

Discussion:

Sarah reported that the new subcommittee for Initiatives with the Deaf community proposed to the CAT committee to work collaboratively with AMPHL (Association of Medical Professionals with Hearing Loss) to create a subcommittee on establishing Clinical Anatomical Terminology for American Sign Language. The CAT committee took this for discussion and Chelsea will be meeting with Sarah this week for further discussion on this.

g. Brand Promotion Committee- - - - - 11:50 a.m.

Chair's Report (Lewis and Kim) – Not available to join meeting.

Written Report:

Since the 2020 annual meeting there has been a change in leadership for our committee. Christina Lewis is now the outgoing chair and Soo Kim is the new chair. We are grateful for the hard work and leadership of Christina over the past few years. Both Mikaela Stiver and Nena Mason will continue to serve on the committee for another year, and Scott Barton will be cycling off the committee after the next annual meeting.

Our committee recently put out a call to the AACA members to recruit a new B&P committee member. We had seven members express interest. After reviewing their statements of interest and CVs, our committee ranked our top choices, and we are pleased to have Jessica Immonen from the University of Nevada join our team.

Over the summer, our committee had some fun coming up with the acronym CART (Clinical Anatomy Round Table). Along with the MOPP committee, the B&P committee will work on this new initiative that will provide our members with opportunities to connect with each other outside of the annual meetings and to engage in lively discussions on various topics of interest. The first AACA CART live discussion was held on September 24, 2020. Thank you to the Educational Affairs Committee for leading this first event. They did a wonderful job and the event was well attended.

Moving forward, the B&P committee hopes to continue our efforts to promote the AACA on our social media platforms. In July of 2019, our followers on Twitter and Facebook were 1416 and 2055 respectively. These numbers have increased over the past year and we currently have 2040 Twitter and 2140 Facebook followers. In July of 2019, we had 6 new LinkedIn followers and that number is now up to 392.

Currently, our committee is working on other innovative ways to promote the AACA. For example, we hope to recruit AACA volunteers to record a brief video testimonial on

why they are an AACA member and what the AACA has be able to do for their careers. These testimonials can be shared on our website and social media platforms. If this is something that you'd be willing to do, please stay tuned!!

Discussion:

The last goal is a very nice, and perhaps we (Council) could each contribute something to support this idea of creating videos for social media, as we all have a unique story. Members agreed that they were agreeable to do this. Caitlin can provide some suggestions for recording videos (background, camera position, etc.). This is important for branding.

Jennifer B. stated a concern for branding at regional conferences. Maybe April Hatcher could help to pursue this. We don't have a regional meeting scheduled yet, and we can also discuss if we would like to continue join meetings with HAPS. This topic can be added to the agenda for the next MOPP meeting. We need to come up with a speaker for the HAPS meeting.

h. Committee on Diversity, Equity, & Inclusion ----- 12:15 pm.

Chair's Report (Carter) – Not available to join meeting

Written Report:

Currently we are building out our goals and identifying the roles people would like to take moving projects forward.

We had the workshop today at the regional meeting presented by two members on LGBTQ+ considerations.

One of our first goals is to produce a series of recommendations around terminology for the editors of the Journal and also to hopefully be included in the abstract submission process for the Annual meeting.

Sub-committee for Initiatives with the Deaf Community

We have met to discuss our goals, which initially will be to create resources on how to implement education on working with the Deaf community in health care curricula.

We have reviewed literature on healthcare disparities and challenges that d/Deaf and hard of hearing patients face in healthcare.

We have proposed to the CAT committee to work collaboratively with AMPHL (Association of Medical Professionals with Hearing Loss) to create a subcommittee on establishing Clinical Anatomical Terminology for American Sign Language.

Discussion:

Robert will contact Yasmin about more information on the setting up of this new committee.

7. **MEETINGS** ----- 11:09 a.m.
(Burgoon)

MOPP Committee Members:

Executive Committee – President Robert Spinner, Past-Pres Marios Loukas, Pres-Elect Tom Gest, Secretary Sarah Greene, Treasurer Anthony D’Antoni, Program Sec Jennifer Burgoon

SIG Chairs – ASC Co-Chairs Bobbi Morgan & Eileen Kalmar, EAC Chair Priti Mishall, CDC Chair Kirsten Moasio, and CAT Co-chairs Richard Tunstall & Chelsea Lohman Bonfiglio

Meeting Managers – ‘20-21 Yasmin Carter, ‘21-22 Melissa Quinn

Annual Meeting Hosts – ‘21 R. Shane Tubbs, ‘22 Rusty Reeves

ASG Representatives –Caitlin Hyatt, Jennifer Whitlow, and Kendra Tyner

General Report:

MOPP currently meeting second Thursday of each month at 1:00PM Eastern via Zoom.

All committees have established their regular teleconference schedules.

CDC and CAT are planning symposia for 2021 Annual Meeting.

Conversation started with BACA for potential joint annual meeting.

2020 survey results shared with all of MOPP in the hope that suggestions and improvements can be made where possible.

Clinical Anatomy Round Table (CART) Event and Surveys

Thursday, September 24, 2020; Hosted by EAC; Interactive Teaching Sessions: Lessons Learned

New 2-year full-service contact signed with Planstone

Burgoon, ASG, and Meeting Managers are scheduled (October 22, 2020) to review abstract submission software and guidelines.

Burgoon and ASG worked to schedule 2023 Annual Meeting.

Summary of Conference Survey:

Take Home Message: Virtual meeting could not replace the in-person meeting as networking remains seen as the most beneficial aspect of the meeting and it was significantly reduced at the virtual meeting

Did the meeting help you make professional contacts or collaborations?

2019 (in-person) – Yes 90%; No 10%

2020 (virtual) – Yes 44%; No 56% (significant reduction)

Of the 65 respondents, 68% basic science faculty, 42% current educators of prof/grad students, and 17% current educators of undergrad students (increase in last category)

Many people indicated they enjoyed the asynchronous nature of the posters and recorded presentations for reasons such as flexibility and lack of distraction, but would like to find a way to ask questions of presenters. – as we go back to in person, do we want to keep a virtual component?

85% of the respondents agreed/strongly agreed that the conference met their professional needs

88% of the respondents agreed/strongly agreed that they will attend the meeting in the future

93% of the respondents agreed/strongly agreed that they would recommend this meeting to students and/or colleagues

91% of the respondents agreed/strongly agreed that they would put into practice some of the ideas presented during the conference

Timing of meeting – 31% mid-June, 31% mid-July, 35% both work

Meeting Statistics

Meeting Stats	2020 Virtual	2019 Tuls	2018 Atlant a	2017 Min	2016 Oaklan d	2015 Vega	2014 Orlan do
Initial Abstract Subs	141	97	147	135	192	147	139
Returned for Format	15	16	13	10	32	51	20
Late-breaking Subs	15	11	15	10	4	21	26
Total Rejections	6	3	2	1	23	24	10
Registrants	407*	290	350	345	350	338	327?
Platform Pres	22/27	20	24	16	18	22	29
Tech Fair Pres	0**	0**	7	7	5	3	6
Publishable Posters	94/104	63	98	97	115	78	80
Not Publishable Posters	19	11	29	22	26	43	40

2021 AACA Annual Meeting

Shane Tubbs in Seattle/Bellevue June 28-July 1

2022 AACA Annual Meeting

Fort Worth, TX June 13-17

2023 AACA Annual Meeting

Orlando, FL July 9-12 – reception will be in outdoor tent

Topics to Address

2021 Annual Meeting

Format? Virtual – we have already told the hotel that we are not coming, we can effectively tell membership that we are not meeting in person. We need to make an official statement that the meeting is virtual and to stay tuned for more information.

Dates? – We had cut the Friday off of the meeting, suggest keeping dates the same but add the Friday back in. (June 28-July 2)

Networking ideas? We can officially enable the MOPP Committee to come up with some ideas. The breakout rooms at the AACAHAPS regional meeting were well attended. We could assign groups with newer and more senior members (president, former presidents, etc.). We can advertise who will be leading each room so that members can click on that room.

We should make it easier for BACA to be engaged in this meeting. They have 3 dates as virtual conferences, we should be sure that we attend their virtual events as well.

Joint with BACA? This may get more buy in, but we have come up with more original ideas that make it a little bit more difficult to navigate decision-making. We could congeal or have joint ownership of the meeting. Some of the ideas we are discussing may not be things that BACA would like to do. Partnership is a different level of organization.

BACA 2020 Annual General Meeting (September 10, 2020 at 9:00AM Eastern) – Jennifer B. will attend in place of Stephen Carmichael to discuss more with them. Both program secretaries think it could be done together, but BACA doesn't want to be swallowed in the process and have some questions about shared cost.

We could have a "Joint BACA Day" rather than a joint meeting to allow us to maintain the rest of the meeting. This might work better because they typically have single day meetings. This would allow us to do outreach with other groups on other days. This could be ideal cost-wise as well.

We may need to create registration for each day (ex: Joint BACA Day) rather than for the whole week.

We may need to have discussions about abstract submissions and guidelines that we use.

We could do a "putting clinical back into clinical anatomy". We could have another person (such as president of the college of surgeons) present. This could allow us to reach out to this group.

Dr. Bipasha "Bip" Choudhury, BACA Meetings Secretary (October 1, 2020 at 9:00AM Eastern)

2023 Annual Meeting (Orlando)

Annual Meeting Host? Andrew Payer was our last host in 2014. We may not need a host with ASG. We could encourage someone who wants to run a meeting but doesn't live in Orlando to host this meeting. This would mostly have an effect on the post-graduate workshop. This will depend on the future and if we will have in-person versus online meetings. It is likely that the future will include hybrid meetings. We may need to discuss if the hybrid model will increase the cost of a conference. We need to ensure that we are financially responsible and can adapt as needed in the unknown future of COVID-19, as we may have future issues similar to this year will hotel contracts. We may need to change the way we approach the contract process and be careful with contracts. We are hopeful that the hotel will work with us to not lose the full amount of the contract. If not, we can have our lawyer work with them.

2024 and 2025 Annual Meetings

Nothing is contracted yet, but we likely will move forward with a smaller contract for smaller in-person meetings and add a virtual component to create a hybrid meeting. If ASG needs flexibility with Seattle hotel, could we move NY to 2025 so that we can meet the hotel needs of the Seattle hotel? They can address this once Caitlin has more information about the Seattle meeting (if they can only schedule 3 years out).

2021 Regional Conference

Currently we don't have anything scheduled for 2021. Usually the Brand and Promotion Committee works on this.

Joint Meeting with HAPS? HAPS has their board meeting next weekend. Some things were moved because of COVID. Perhaps we can work with HAPS to see if we can identify one of the regional meetings they already have on their calendar to see if this could be joint. There is only meeting scheduled for HAPS, but it is in person. Should we move forward with confirming we will have a virtual regional meeting in September/October 2021? The previous regional meeting was in the spring, and so it does not necessarily need to be in the fall.

HAPS may want to do a virtual meeting, as in person may be overly optimistic at this point. Jennifer B. will work with HAPS conference committee and Brand and Promotions to discuss this further, as we are interested in partnering again.

Discussion of Protocol for Committee Members Not Performing Duties

We discussed this with Kathleen
Bylaws can create the wording for this, and we can send it through legal.

AACA Update Speaker to the 2021 HAPS Annual Meeting

This will be a virtual conference.
The theme is not confirmed but will be related to bringing clinical information to the classroom, some translational research and how this can impact teaching.
Annual meeting is around Memorial Day/Late May
Sarah proposed doing a talk with the subcommittee on relating the anatomy and physiology of the ear and hearing and cultural competency of working with d/deaf and hard of hearing patients.
Peter Abrahams is happy to give a seminar on the art of anatomy at the upcoming 2022 meeting.
If anyone has any ideas for bringing to MOPP, please let Jennifer B. know so that she can add this to the agenda

8. JOURNAL COMMITTEE ----- 11:51 p.m.

The journal is doing great due to the work of the editorial staff. They created a section editor for maxofacial and oral surgery. BACA editors work on day-to-day work for BACA.

Statistics:
Submissions have increased 5-10%
Total citations per paper increased 10%
Impact factor increased 8% to 1.967 (more citations) – one of our largest increases ever.

8/21 in morphological category

Competition: Ann Anat, J Anat, Anat Rec, Surg Radiol Anat, Anat Sci International – these journals do not necessarily publish the same types of articles.

Top submitting countries: US, UK, Germany, Japan, Poland, South, Korea, Canada, Ital, Grenada

They had 20 editors and chiefs from around the world to agree on wording and recommendations for how to acknowledge cadaveric tissue used in publications.

There have been a lot of interesting papers this year and we hope this will continue into the future.

In terms of hard copies, at the beginning of the pandemic, Wiley decided to stop producing hard copies for safety reasons. It has since picked back up, but we haven't received hard copies yet. This was across all Wiley journals. It is unknown if they will send all of the back issues to subscribers. Perhaps we could have an email roll out of the monthly issue. Wiley promised to contact each subscriber about not receiving print issues with information on how to access online. It would be helpful if they could email the contents and cover for each issue.

Typically, the Association signs agreement with editor – we should renew this agreement for timeframe for if Shane were to step down and have someone new come in that could continue the trends that Shane has been working on. Many universities use impact factor for promotions, which also means more subscriptions, which benefits the Association.

In the past, it took roughly three years for Shane to become editor when Stephen stepped down. We need a secure transition to Editor in Chief. This should be a 10-year contract, which means the editor would need to let us know at 7 years if he/she would like to continue, which would give us three years to identify and train the next editor. The contract from 2012 is fairly standard, but we need to make sure we are always covered. Shane took over as editor in 2012, and the Council gave him a 5-year contract. From 2017 until now, that contract has not been renewed, and he has been working without a contract. We should return to the 10-year contract we had with Stephen Carmichael.

Propose a 10-year term with provision that in 2027 (3 years in advance of end of contract) we will need to know if Shane would like to continue or step down in 2030. This is important because it needs to go through a 2-year cycle of the impact factor and understanding how selecting papers affects this. This will allow us time to advertise and select and train a new editor. Marios will send out contract from 2013 between AACCA, BACA, and the editor in chief.

Shane left the Zoom room to allow for further discussion by Council at 12:11pm.

Shane has done a great job, and the impact factor is very competitive. In terms of time, we could word this as at least three-years of advance notice for choosing not to continue, to give us more time if needed. We need at least three years to look for replacement that will be equally good. It used to be 7-10 years for Stephen Carmichael. This was changed to 5 years because Shane was a new Editor-in-Chief and they wanted to be sure he would do well. Stephen Carmichael was Editor-in-Chief for over 10 years, serving two terms. Since Shane's

original contract was five years and it has been 8 years since that time (he’s had three years without a contract), we cannot ask for three-years advance notice. He is doing a great job, and Stephen Carmichael is in agreement. We could do a 10-year contract with him given his achievements and performance as Editor-in-Chief. His main focus is the journal and overseeing research, which places him in an excellent position to continue as the Editor-in-Chief.

Is his time as a co-editor counted toward this? This is at the discretion of the Editor-in-Chief.

Robert Spinner supports a 10-year contract for Shane Tubbs. This would extend his contract through 2030. This must be sent to BACA for agreement, so it would likely go into effect in December or January. It should be a 10-year contract from this point, and not from the end of his prior contract. After the vote we can tell him the results prior to being reviewed by BACA.

In the case he was to need to step down for something unforeseen/unexpected, there should be succession timing for all positions, perhaps including an “Editor Elect.” This would require an open forum for people to run for the position of the next Editor-in-Chief. We need to establish who would be an interim Editor-in-Chief in this case of something unforeseen. This would need to go through a process that is agreed upon beforehand. We can request a plan from Shane about this interim succession plan.

The vote is for the proposal to offer Shane Tubbs a contract for 10 years with three-year or more advance notice verbiage. 11 voted in favor of the motion. The motion passed.

Shane rejoined the meeting at 12:24pm. Robert informed him of vote and that this will be passed to BACA. Also shared the need for a plan if he were to temporarily step down, the succession plan. He shared that any of the co-editors would be capable of this.

9. AWARDS (Greene)- - - - - 12:26 p.m.

2020 AACA Honored Member Nominees

John Gosling – this could be awarded posthumously if this is allowed
They need to be alive at the time of the election at Council
Therefore, there are no nominees for this award

R. Benton Adkins, Jr. Distinguished Service Nominees

Gregory Smith
Fiona Stewart
Neil Norton – already won
Noelle Granger

The three remaining nominees were voted on, and Fiona received the highest number of votes. Robert will inform her in the near future.

10. POSITIONS FOR 2021 ELECTION (D'Antoni/Greene) - - - - -12:38 p.m.

President-Elect (1 position)
Program Secretary (1 position) – Jennifer Burgoon is rotating off
Special Councilor (1 position) – Anatomical Services – James Coey is rotating off
Councilor-at-Large (2 positions) – Maira Du Plessis and Joe Iwanaga are rotating off

Everyone has a chance to rerun. We should add to the Bylaws that a President should not be able to run again for another position. The Nominating Committee will be meeting in the next few weeks to discuss these positions.

11. ASG REPORT (Hyatt) - - - - - 12:41 p.m.

We are tracking on point. There is a larger staff component for the virtual meeting, that should be considered. Jennifer Whitlow is continuing to attend meetings so that over time she can take on Caitlin's responsibilities.

Caitlin and ASG have done an amazing job and we are very thankful to them. They make things very easy for everyone.

BREAK 12:44 a.m. {15 min}

12. TREASURER'S REPORT (D'Antoni)- - - - - 1:01 p.m.

Statistics

We grew by ~\$37,000 between 2019-2020 to \$904,616, despite pandemic
Our total assess are \$881, 754, including investment, checking account, money market, and other assets.
Our adjusted net gain is \$51, 615

Not unexpectedly, we experienced a loss in 2020 related to annual meeting (\$14,129 loss) Brought in \$5350 with \$19479 in expenses, with free registration, which was a smart and appropriate decision. The attendance for the conference was the highest we've ever had. The IFAA lost roughly the same for an in-person meeting. 2020 income was related to abstract submission fees. The rest of the registration fees were deferred to future years, refunded, or donated. Expenses dropped due to the online format. This year, we could charge for exhibitors, but we didn't charge this past year to be accommodating and good business practices to encourage future involvement.

We had 12 exhibitors for the regional meeting and did make money with this, shared with HAPS. Other regional meetings have netted between \$1331 and \$2773 (but the higher number was a joint meeting with HAPS and therefore shared). We anticipate ~\$3260 in net income from the regional meeting this weekend. We had 66 attendees from AACCA, over 100 overall.

Membership dues are a little bit down currently but will likely end up similar to previous years.

Journal budget profit has increased in 2020 to \$49,383.

The total budget projection for 2020 is \$18,000. This includes outlying expenses for the next couple of months. This is positive movement forward, and if we can do well with registrations and sponsors, we could be in a good place.

If we are not having an in-person meeting, could we use some of our money for our endowment. We are currently over the FDIC limit by \$9000. We should know how fast we can transfer money from checking to endowment account, as we may need to move quickly depending on current events. This has only been done once, and so Caitlin can reach out the investment company to confirm about the time frame for this.

ACA issues that can affect fiscal stability:

Membership

Vendors/sponsorship

Location of annual meeting

2021 meeting – virtual – we should charge a registration fee this year

Virtual Council meetings

Regional Meetings

Web revenue – if people who didn't come to meetings wanted to view recordings, could we charge them for this? We have this functionality in Planstone to share content after the meeting as a potential revenue. We could ask for funds for advertising on our website. The Brand and Promotion Committee had discussed a question bank, which we may be able to use for this to promote the ACA.

The Financial Affairs Committee, ASG, and Tom Guest have been very helpful to this work.

13. OLD BUSINESS ----- 1:22 p.m.

Discuss protocol for when committee members are unable to perform duties for two scenarios:

 If a member becomes ill and cannot temporarily perform duties

 If a member is not performing duties for other reasons

This has been given to the Bylaws Committee to create wording and then have this viewed by legal

14. NEW BUSINESS----- 1:23 p.m.

Discussed potential membership in CFAS

ASG discussed with Eric about CFAS membership. They shared:

CFAS is a subgroup of the AAMC (Association of American Medical Colleges) which is the accrediting body of the AMA (American Medical Association)

CFAS is 1 of 3 councils within the AAMC – there is also the Council of Deans and the Council of Teaching Hospitals

Each member society selects two members (for a once repeatable term of three years) to represent them at CFAS events and meetings – this is typically two meetings each year

One representative should be a junior rep who is in their first 10 years of faculty and the other should be a senior rep who has a leadership role at in institution

CFAS has open committees that interested members can join including committees on

diversity, research, and advocacy

Membership fees have been waived to the end of this fiscal year (July 31, 2021)

Membership fees are tiered based on the of the joining membership's association -- fewer than 300 members- \$600/year, fewer than 500 members- \$4,000/year, more than 500 members- \$9,500/year

Discussion:

Right now, membership fees would be waived, however at the point of the new year we may need to pay. For our size group of over 500 members, the cost would be \$9500. It may depend on the time in the calendar year that we count members, and if it is full paying regular members or also associate, etc. members that are counted. This may help to place us into the lower cost category (300-500 members, \$4000).

If we can do this, it would help us to be integrated with other groups and promote the AACA. AAA is a member; however, they have a large amount of funds. This would help us to be comparable with AAA, and the way people perceive the AACA and its effect on medical education. We could try this and see if we get a good turn on our investment. We could re-evaluate at a later point.

Perhaps if someone has colleagues in AAA that could speak to the value of this, it may be beneficial. Anatomy is not on the list of disciplines in the application, however some basic sciences, such as physiology and biochemistry, are included. Perhaps we could mention for anatomy to be added.

Revisit email that came from Soma Guha

He wants to make donation for an award. We could get more information about what exactly his interests are – having his name highlighted versus something else. Robert will set up a meeting with him to discuss this further. He has been contacting the AACA for some time, but we have never had clear rules about how awards are given and how sponsorship is happening. Before meeting with him, we should have a detailed document about rules and regulations pertaining to donation.

Therefore, we need to create a subcommittee to create and have approved this document for rules and regulations. This could include Anne Agur, Neil Norton, and we can determine others who should be involved in this.

Closing Comments

Caitlin can send out all of the PPT's from today's meeting.

Marios will follow up with BACA.

We will work on creating a paper for Clinical Anatomy on what the AACA has been doing to keep up during the pandemic.

MEETING ADJOURNED AT 1:39 P.M. E.S.T.

Update from EAC (Interim meeting Sun Oct 3)

EAC met a total of seven times in last three months. [These meetings include the three monthly meetings and four additional meetings one in August and three in September to plan the activities of the Clinical Anatomy Round Table \(CART\) event conducted on September 24 at 1 pm EST.](#) The event was scheduled for one hour via zoom. The EAC members met in Aug (once) and Sep (3 times) to plan and organize the CART event. The committee members selected the topic/ title for the CART event, designed the activities for the attendees, conducted a dry run to test technical issues if any, created the description of the CART event for the advertisement purpose. The CART event titled “Interactive teaching: Lessons learned” was a success and was well-received by anatomy faculty globally (both members and non-members). Almost 60 attendees participated in the event (ASG will have the actual numbers). The participant feedback was very positive in terms of choice of title and engagement during the session. The participants appreciated the opportunity to get to speak to peers from other anatomy programs. The feedback also suggested that the participants felt rushed in and would appreciate additional time to allow for better discussions with peers.

AACA CDC Report for Council Meeting on 10/4/20

8/31/20 Meeting

A. Members introduced themselves

Presidential Appointees

2020-2023: Kirsten Moisio, Chair, (k-moisio@northwestern.edu)

2018-2021: Estomih Mtui (epmtui@med.cornell.edu)

2019-2022: Kirsten Moisio (k-moisio@northwestern.edu)

2020-2023: Quentin Fogg (quentin.fogg@unimelb.edu.au)

Members Elected at Annual SIG Meeting of Committee

2018-2021: Eiman Abdel-Meguid (e.abdel-meguid@qub.ac.uk)

2019-2022: Adam Wilson (Adam_Wilson@rush.edu)

2020-2023: Padma Gadepally (gadepadm@isu.edu)

B. Reviewed/discussed feedback from the June 2020 Annual Meeting

C. Brainstormed ideas for next year’s meeting, determined a budget of \$2,500

\$300-500 speaker fee (or airfare)

\$500 for hotel (250 per night)

\$1,000 food for mentor reception

\$500 for breakfast food CDC

D. Discussed ideas for the Anatomy Round Table

9/28/20 Meeting

A. Assigned responsibilities for tasks. Kirsten Moisiso and Adam Wilson will organize CDC meeting symposium, Padma Gadepally and Estomih will organize breakfast meeting, and Quentin Fogg and Eiman Abdel-Meguid will organize mentor reception.

B. A theme of “promotion” was decided on for the annual meeting. The symposium will include 2 presentations with a chance for discussion between presenters. Adam Wilson will present “A Review of US Medical School’s Promotion Standards for Educational Excellence”. We are working on the other speaker. One possibility is Walter Eppich from Northwestern to present “How to Get Promoted as a Medical Educator”.

C. Plans for the breakfast meeting and mentor reception also occurred keeping with the theme of promotion.

Anatomical Services Committee Update

Since our Annual virtual meeting, the ASC has been working on:

- Debriefing from meeting, including AACA survey discussions feedback from our symposium and committee meeting.
- Created and submitted to Council updates to Best Practices Guidelines to include: 1) COVID-19 Recommendations, and 2) Image and Media Use best practices.
- Discussing possible topics for our 2021 AACA meeting.

Respectfully submitted,
Bobbi Morgan, Technical Co-Chair
Eileen Kalmar, Academic Co-Chair

Clinical Anatomical Terminology Committee

1. ASL initiative
2. Continuing to develop definitions
3. Continuing to find and fix TA1 terms on ATI
4. Preparing to update ATI with TA2 terms
5. Discussing collaboration with Paul Neumann and TA2 Viewer

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Branding and Promotion Committee Report for the AACA Council Meeting

October 2, 2020

Since the 2020 annual meeting there has been a change in leadership for our committee. Christina Lewis is now the outgoing chair and Soo Kim is the new chair. We are grateful for the hard work and leadership of Christina over the past few years. Both Mikaela Stiver and Nena Mason will continue to serve on the committee for another year, and Scott Barton will be cycling off the committee after the next annual meeting.

Our committee recently put out a call to the AACA members to recruit a new B&P committee member. We had seven members express interest. After reviewing their statements of interest and CVs, our committee ranked our top choices, and we are pleased to have Jessica Immonen from the University of Nevada join our team.

Over the summer, our committee had some fun coming up with the acronym CART (Clinical Anatomy Round Table). Along with the MOPP committee, the B&P committee will work on this new initiative that will provide our members with opportunities to connect with each other outside of the annual meetings and to engage in lively discussions on various topics of interest. The first AACA CART live discussion was held on September 24, 2020. Thank you to the Educational Affairs Committee for leading this first event. They did a wonderful job and the event was well attended.

Moving forward, the B&P committee hopes to continue our efforts to promote the AACA on our social media platforms. In July of 2019, our followers on Twitter and Facebook were 1416 and 2055 respectively. These numbers have increased over the past year and we currently have 2040 Twitter and 2140 Facebook followers. In July of 2019, we had 6 new LinkedIn followers and that number is now up to 392.

Currently, our committee is working on other innovative ways to promote the AACA. For example, we hope to recruit AACA volunteers to record a brief video testimonial on why they are an AACA member and what the AACA has been able to do for their careers. These testimonials can be shared on our website and social media platforms. If this is something that you'd be willing to do, please stay tuned!!

Submitted by Soo Kim on behalf of the B & P committee.

Committee on Diversity, Equity, and Inclusion

- Currently we are building out our goals and identifying the roles people would like to take moving projects forward.
- We had the workshop today at the regional meeting presented by two members on LGBTQ+ considerations.
- One of our first goals is to produce a series of recommendations around terminology for the editors of the Journal and also to hopefully be included in the abstract submission process for the Annual meeting.

Sub-committee for Initiatives with the Deaf Community

1. We have met to discuss our goals, which initially will be to create resources on how to implement education on working with the Deaf community in health care curricula.

2. We have reviewed literature on healthcare disparities and challenges that d/Deaf and hard of hearing patients face in healthcare.
3. We have proposed to the CAT committee to work collaboratively with AMPHL (Association of Medical Professionals with Hearing Loss) to create a subcommittee on establishing Clinical Anatomical Terminology for American Sign Language.