

SDRME 2014 Summer Business Committee Meeting
Charleston, SC: June 22, 2014

Minutes recorded by Jorie Colbert-Getz, Secretary

1) Introduction of SDRME Officers and Committee Chairs

Maria Blanco was welcomed as the new President Elect. Maria is the Associate Dean for Faculty Development at Tufts School of Medicine. Kim Hoffman (President) acknowledged and thanked the committee chairs for their work this past year.

2) Treasurer's Report (Allison Ownby).

Our checking and savings balances have remained relatively steady. Currently, the checking balance is \$35,909.77 and the savings balance is \$18,667.71.

3) Committee Reports

Nominations Committee (Kim Hoffman on behalf of Summers Klashman)

The members of the Nominating Committee have changed a bit this spring because of the nomination /election of one of our committee members to the President elect position. In terms of Nominating Committee, members were: Maria Blanco, Tufts, who stepped down from committee when her name was forwarded to become president elect; Kristy Ferguson, U of Iowa; David Steele, Texas Tech UHSC; and Sebastian Uijtdehaage, UCLA who joined the committee part way through the spring, replacing Maria Blanco. Because David Steele is retiring, we will need an additional appointment to this committee.

We worked with the Executive Committee in identifying a candidate for President-elect, the one position up for election this year, 2014. The Executive Committee forwarded the names of 7 individuals who we approached. Most individuals had too many other responsibilities to agree to assume the position this year. Several indicated they would be interested in being considered for the position in the next year or two. We were delighted to identify Maria Blanco as a candidate; her name was forwarded to the Secretary and a ballot sent out this spring. Maria Blanco was elected.

One question to ask the SDRME membership is about the election process. Sometimes, we are able to find one willing and able candidate for a position. Our by-laws indicate that we will submit names of two individuals for positions. This is a challenge with limited membership, commitments of our members, and respect in which we hold each. What is the view of members about nominating one candidate for these positions in the future and making a change to our bylaws?

A slate approach was proposed instead of an election.

Communication Committee (Beth Bierer, chair)

Since the fall 2014 meeting, George Nowacek (emeritus member) scanned archival SDRME information (meeting agendas, minutes, etc.) in his possession and uploaded documents to Dropbox in separate folders ranging from 1988 – 2005. Beth Bierer (communications chair) sought guidance about these materials from other SDRME members (Nicole Borges, Carol Capello, Jennifer Gibson, Kim Hoffman, and Hugh Stoddard) who volunteered to serve on a task force to examine the SDRME website's

structure and content. The task force decided to obtain feedback from SDRME members about the SDRME website and distributed a brief questionnaire to all members in early June.

The SDRME website features three active job postings. Please send job postings to SDRME President to have posted to SDRME webpage.

Finally, we are having difficulty changing account contact information with Network Solutions (vendor for SDRME.ORG domain name) in order to receive invoices and renew contract before domain name expires on October 19, 2015. Beth and George Nowacek have tried different approaches to change account contact without success. Carol Capello is exploring options to obtain requisite information needed for account transfer (SDRME organization information submitted to obtain 501c3 non-profit designation).

Website Survey Results (16 members responded to the survey):

Most people use the website to find membership contact information with small numbers of people using it to find old minutes/agendas/reports, names of officers, job postings, and by-laws. Half of the responders do not care about having documents somewhere other than the website, but there was some interest in archiving information. The membership committee needs meeting programs, names of officers, and committee chairs for their work.

Membership Committee (Bill Burton, chair)

Last year SDRME accepted five new members (3 were transfers)

Jason Booza-	Wayne State University School of Medicine (replaced Patrick Bridge)
Majka Woods-	University of Minnesota Medical School (replaced Linda Perkowski)
Charlotte Ringsted-	University of Toronto, Wilson Centre (new)
Sonia Crandall-	Wake Forest School of Medicine (new)
Cha-Chi Fung-	University of Southern California Keck School of Medicine (replaced Maurice Hitchcock)

Six people have expressed interest in joining SDRME but have not applied.

The committee has been faced with some challenging membership cases in the past few years. They will present results from a survey on Tuesday (to follow-up last year's meeting).

After reviewing survey results on June 24th meeting attendees voted unanimously not to change membership criteria.

International Membership Committee

Marcel D'Eon was unable to submit a report in advance of the summer meeting. Carol will talk to Marcel and form a sub-committee to discuss what it means to be an international member. A report from the subcommittee will be provided to the executive committee in November 2014.

Invited Review Update (Kim Hoffman on behalf of David Cook)

In July 2014 David will launch the RFA. Bridget's O'Brien's review will appear in Academic Medicine any day now. Jorie Colbert-Getz's review will also be appearing in Academic Medicine this year. Hollis Day and Jorie Colbert-Getz will be presenting their reviews tomorrow. Abby Spencer (2011 award winner) has yet to present to SDRME.

4. CFAS Report (Katie Huggett)

There were 241 attendees at the spring CFAS meeting. The meeting focused on discussions about how CFAS could be helpful. The focus for the year ahead will be GME. CFAS has eight task forces and committees (Advocacy, Basic Sciences, Communications, Evaluation, Faculty Identity and Value, Mission Alignment and Faculty Values, Value Propositions, Work-Life Balance. Katie is on the Mission Alignment and Faculty Values task force and Boyd (other rep from SDRME) is on the evaluation committee. SDRME offered to do a qualitative evaluation of CFAS, but we have not been contacted yet and the evaluation may no longer be a priority for CFAS.

5. Membership Survey (Larry Gruppen)

So far 39 members have responded to the 2014 SDRME survey. The survey is useful for the health and identity of offices of medical education research.

6. Emeritus Booklet

Carole Capello will be reaching out to an emeritus member to help spearhead efforts. Carol also wants to create a template and update photos.

7. Fall SDRME Meeting and Reception

Friday 11/7: 6:30pm-9:00pm Hyatt New Orleans