

**SDRME 2014 Summer Executive Committee Meeting**  
Charleston, SC: June 22, 2014

Present: Carol Capello, Kimberly Hoffman, Allison Ownby, Jorie Colbert-Getz, Nicole Borges, Maria Blanco

Missed: Dave Cook

Minutes recorded by Jorie Colbert-Getz, Secretary

**1) Welcome New Executive Committee (EC) Member**

Maria Blanco was welcomed as the new President Elect. Maria is the Associate Dean for Faculty Development at Tufts School of Medicine.

**2. Executive Committee member reports**

**Treasurer** (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. The EC agreed that at some point we should hire someone to review our financial practices. This consultation is not time sensitive. We are in compliance with the Internal Revenue System for non-profit status.

**Invited Reviews** (Kim presenting 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. Hollis Day and Jorie Colbert-Getz will be presenting their reviews tomorrow. SDRME will reimburse each presenter's travel costs to the meeting up to \$1000 (even for Jorie, who is a SDRME member). Abby Spencer (2011 award winner) has yet to present to SDRME.

**3) Credit Cards**

Two EC members have credit cards for SDRME- the treasurer (\$10,000 limit) and president-elect (\$5,000 limit). It took awhile to get the president-elect her card and now it will need to be transferred over to the new president-elect. Another issue with credit cards is that some EC members do not have a Chase bank nearby.

It was proposed that the treasurer be the primary card holder and we select one other person to serve as a back-up rather than transferring cards each year for the president-elect. This back-up person would only be contacted when the treasurer could not be reached.

**4) Committee reports/membership/Chairs "expiring"**

**Nomination Committee**

The nomination committee needs two new representatives- one from the north eastern region and one from the southern region. Additionally the chair's term is expiring.

**Membership Committee**

A new member is needed from the Southern region.

**International Committee**

Marcel was unable to submit a report in advance of the summer meeting. The EC would like further discussion about what it means to be an international member.

### **Communication Committee**

Beth Bierer takes care of managing the listserv and Bill Burton takes care of managing members on the SDRME website, however it is not clear if email addresses are updated on the website.

When the SDRME website was set up the then chair of the communications committee had all contracts in his name. This is an issue since our organization does not have a permanent address. The EC thought it would be good to contact Laurel Humbert with Meeting Resources Unlimited for guidance on this issue.

### **5) Other Committee Questions/Concerns**

This past year there was some confusion regarding the processes for nominations. The procedure is for the Nomination committee to select nominees with input from the EC. This issue again illustrated to us that there are some inconsistencies in our by-laws and procedures manual.

### **6) CFAS report**

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.

### **7) AAMC's new Chief Medical Education Officer**

Maryellen Gusic will replace Carol Aschenbrener effective October 1<sup>st</sup>, 2014.

### **8) Clarifying "invitee" requirements for SDRME semi-annual business meeting/receptions**

Conversations surrounding the summer meeting identified the need to clearly articulate that the meeting is by invitation only and to further clarify in what circumstances non-SDRME members are invited to participate in the meeting.

### **9) Emeritus Booklet**

Carol has received hardcopies and a disc of photos from Diane Skinner. Carol is making a template and looking for a more senior member to help with the booklet.

### **10) Surveys sent to our membership**

We very seldom get surveys, but recently we had three around the same time. We discussed if surveys should be reviewed prior to being sent to the membership. Surveys did not need to be reviewed by EC.

### **11) Planning for the summer meeting-**

First we will send a survey out to the membership and decide on a location with the goal to get a contract in place by early September. Then members will be emailed the location and dates.

### **12) Fall Meeting**

The fall business meeting and reception will take place November 7<sup>th</sup> from 6:30 to 9pm at the Hyatt. The EC will meet prior (4:30-6:30pm).