

SDRME Executive Committee (EC) Fall Meeting

Conference Call, November 3, 2014

Minutes recorded by Jorie Colbert-Getz, Secretary

Present: Kimberly Hoffman (President), Maria Blanco (President-elect), Carol Capello, (Past President) Allison Ownby (Treasurer), David Cook (Member at Large), Jorie Colbert-Getz (Secretary)

1. Fall Reception/Business Meeting- Kimberly Hoffmann

- The fall reception will be held offsite this year.
- Kim will hand out packets with reports.
- There will be a remembrance for Jamie Shumway at the start of the reception.

2. SDRME help with AAMC focus groups- Kimberly Hoffmann

- Kim thanked the executive committee members who volunteered to be facilitators or scribes for the AAMC focus groups.
- Everyone agreed that this service would be a good step forward for SDRME.

3. NIH Letter Endorsement- Kimberly Hoffmann

- Boyd Richards and Katie Huggett, who are our CAS represents, asked SDRME to consider endorsing a letter about NIH funding.
- The executive committee agreed that it was not within our scope to comment on the issue.

Kim will inform Boyd and Katie.

4. 2015 Summer Meeting- Maria Blanco

- Maria is in the process of signing a contract with Hotel Monaco in Salt Lake City for June 28th-30th.
- Members will need to register by June 5th.
- We will discuss programming at later executive committee meetings.

Maria will be sending a "save the date" to the membership.

5. Treasurer Report and Updates- Allison Ownby

- Alison made a donation for \$300 in honor/memory of Jamie Shumway.
- SDRME has spent \$1,546 in travel costs reimbursing review awardees to attend the 2013 summer meeting. A second payment of \$2000 was made to an awardee as well.
- Alison met with a CPA recently (Lynn Menard). Lynn reported our current financial practices are fine, but had two suggestions:
 - Consider having a second set of eyes review the treasurer's spreadsheet.
 - See if Reg-online can make a direct deposit so that checks are not sent directly to the treasurer.

The executive committee endorsed both suggestions and determined the past president would be the best person to provide oversight of the treasurer's spreadsheet.

Alison and will see if Reg-online can make a direct deposit and will ask Lynn how often the spreadsheet should be reviewed.

6. Invited Reviews- David Cook

- A couple of people will present their review results at the 2015 summer meeting.
- We received 17 applications for the 2014 RFP. The quality of submissions has been increasing over years. The two awardees for 2014 are:
 - Monica Yepes-Rios (Uniformed Services University of the Health Sciences) for her proposal: Failure to fail underperforming trainees in health professions: A BEME scoping review of the barriers inhibiting educators (\$4000)
 - Bridget O'Brien (University of California – San Francisco) for her proposal: Situated learning theory in health professions education research: A scoping review (\$2000)

7. International Committee/Joining Med Ed Society- Carol Capello and Maria Blanco

- There was a miscommunication so SDRME was/is not invited to be a medical education society of AMEE.
- Carol and Maria met with a few international members at the 2014 AMEE conference. Suggestions from the international members will be forwarded to Marcel (international committee chair).