

SDRME Executive Committee Meeting (Conference Call)
09/23/09

Participants: Linda Goldenhar, Maurice Hitchcock, Elaine Dannefer, Hugh Stoddard, Nicole Borges, Jamie Shumway, Judy Shea , and ~~nd~~-Mary Zanetti

New Committee Chairs/Members: Elaine Dannefer

Elaine distributed a list of new committee members and chairs (see below). There was discussion related to adding another member to the Nomination Committee; Elaine will follow-up to invite an additional person to this committee.

Nomination Committee

Les Sandlow, Chair
Summers Kalishman
New member needed

Communications Committee

Jamie Shumway, Chair
Carol Capella
Larry Gruppen

Membership Committee

Mary Zanetti, Chair
Fred Wolf
Kathryn Huggett
Ruth Greenberg
William Burton

International Committee

Mary Zanetti
Joan Sargent
Elza Mylona
Ann Frye

Webpage Update: Jamie Shumway

Jamie reported on changes to the website thus far in response to the Executive Committee's approval of the plan to overhaul the existing website.

There was lengthy discussion related to the problem of maintaining an accurate database of members as there are three databases currently being kept: 1) a list of members used for soliciting dues; 2) a list-serve of members used for communication; and 3) a list of

members on our website. The three lists often do not match and it is difficult to know which list is accurate. We discussed ways to combine all three lists into one database program using the website list as the starting point for all lists of members. Jamie will follow up with the website developer to see what is possible.

Jamie also mentioned that Carol Capella had been added to his committee and had agreed to survey members' offices to verify the URL of their homepages and their contact information for the new website.

Recruitment Sub-Committee: Mary Zanetti & Hugh Stoddard

Mary and Hugh reported on progress to recruit potential new members to the Fall Meeting in Boston at the AAMC session. A brochure to be sent to potential members was distributed to members of the Executive Committee for review before being used in this effort. Hugh reported that he has sent out invitations to 74 Senior Associate Deans in the US to solicit names of directors of offices of medical education to recruit as members; he has received only a handful of responses (6) in the past two days but plans to follow up with another invitation in a couple of weeks. We also discussed ways to integrate guests resulting from this effort at our Fall Meeting. It was decided to include them in our small groups of "One-Minute Updates" and to assign each guest a "buddy" to introduce them around at the reception which follows the Fall Meeting.

Fall Meeting Update: Linda Goldenhar

Linda reported that the room reservation and food for reception had been arranged and that the only change would be adjusting the food order based on RVSPs from our recruitment efforts. The meeting will be Sunday afternoon November 8, 2009 in Boston during the AAMC Meeting. Linda will be sending out an agenda and invitations via the listserve in the coming weeks.

Invited Reviews: Judy Shea

Judy reported that she had received 11 proposals in response to our RFP and that the deadline had just passed. She is looking for reviewers to review proposals and plans to announce the winners/funded projects at the Fall Meeting.

Summer Meeting 2010 Location: Hugh Stoddard

Hugh reported that he had sent a request to our meeting planner (Carol) for possible locations for our upcoming summer meeting but had not heard back from her to date. We discussed possible dates of the meeting June 27-30 or July 11-14 but no decision was made between the two. Hugh still plans to announce the location and date of the meeting at our Fall Meeting in November.

Submitted by M. Hitchcock: 9/23/09