

**SDRME Executive Committee Meeting (Conference Call)**  
**08/25/09**

**Participants:** Linda Goldenhar, Maurice Hitchcock, Elaine Dannefer, Hugh Stoddard, Nicole Borges, Jamie Shumway, and Mary Zanetti

*Invited Reviews:* Elaine Dannefer for Judy Shea

Elaine reported that Judy had received 2 or 3 proposals thus far in response to the RFP sent out on 6/25/09. The deadline for receipt of proposals is September 21, 2009. Announcement of awards will be made at the Fall Meeting (November) in Boston.

*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. A site in development, (<http://www.sdrme.org/dev/082309>), was reviewed by the Executive Committee during the discussion. Specific feedback included: 1) membership data is not accurate on the development site-we want to integrate the database of members with the website so that updating information on the database will update the website; 2) should some information on the site (committee minutes) be protected and how is that best done; and 3) committee minutes could be integrated into the committee site via hot link.

*Recruitment Sub-Committee:* Mary Zanetti & Hugh Stoddard

Hugh Stoddard, Summers Kalishman, Carol Capello, and Mary Zanetti spoke by phone on 8/13 from 3:30-4:30pm EST to discuss membership outreach for SDRME. Mary and Hugh shared several recommendations from this discussion:

- 1) Senior Associate Deans should be contacted and asked to provide institutional endorsement for 1 person who is best fit for SDRME membership. Hugh agreed to obtain a list and compare it with our current membership list. Brownie Anderson will be contacted for assistance. All accredited osteopathic and allopathic schools will be considered. Hugh and Summers will contact Senior Associate Deans and provide pertinent information via email to them. Once a potential member is identified, s/he would be invited to attend the Fall meeting of SDRME in Boston.
2. Mary and Carol agreed to update SDRME brochure to use in this recruitment effort.
3. The Fall meeting agenda should be altered to welcome potential members invited to the meeting via this outreach. It was recommended that the second half of the business meeting should focus on welcoming potential members. All sub-committee members were interested in being part of the "meet and greet" team, if needed.

The Executive Committee voted to approve this initiative. In order to tie this initiative to our Membership Committee, it was further decided to appoint Mary Zanetti to serve as the new Chair of our Membership Committee.

*Nominating Committee:* Elaine Dannefer

There was discussion of the need to look at the Nominating Committee Membership in light of our 3 year term policy. It was agreed that Elaine Dannefer would contact Les Sandlow to discuss membership issues.

*2009 Dues:* Linda Goldenhar, President

Linda asked for a decision regarding the level of dues to charge for 2009. The Executive Committee decided to keep the dues at the same rate as 2008, which is \$325 per member (via check) or \$319.72 (via ACTIVA).

*Summer Meeting 2010 Location:* Linda Goldenhar, President

We need to decide on a location for the upcoming summer meeting as it is customary to announce said location at our Fall Meeting in November. After much discussion, Hugh Stoddard (president-elect) agreed to construct a short-list of alternative locations for the Executive Committee to consider in its upcoming conference call in September.

*Next Conference Call:* Linda Goldenhar, President

The next conference call for the Executive Committee was scheduled for Wednesday, September 23, 2009 at 1:00 p.m. EST.

Submitted by M. Hitchcock: 8/26/09