

PROPOSED MINUTES

SDRME Executive Committee Winter Meeting Minneapolis, Minnesota 02/26/08

Participants: Linda Perkowski, Linda Goldenhar, Judy Shea, Maurice Hitchcock, Elaine Dannefer, Kristi Ferguson

Approval of Summer Meeting Minutes

After review of the Summer Meeting Minutes, a motion was made, seconded then passed unanimously to approve the minutes of the Summer Business Meeting which was held in Park City Utah on July 9, 2007.

Treasurer's Report

Linda Goldenhar presented the treasury report. She reported a balance of \$9,367.30 in the checking account and a balance of \$23,489.44 in the savings account. A motion to approve the report passed unanimously.

Membership Report

John Shatzer, Chair of the Membership Committee, submitted a request for approval of six (6) new members for SDRME. Five of the six were approved unanimously; the sixth candidate; Stephanie Wragg, directs an office at a satellite campus. SDRME bylaws currently restrict membership to one director per school. Judy Shea volunteered to draft an amendment to the bylaws that would allow membership of a director of an office at a satellite campus if the administrative structures of the multiple offices of medical education at the school were separate. Since this is a by-law change, it will go before the membership for a vote. Final approval of Stephanie Wragg's membership is deferred until this amendment is approved. Approved for membership were: David Cook, Mayo School of Medicine; Carol Hasbrouck, Ohio State University Medical School; Carol Packard, Florida International College of Medicine; Carol Capello, Weill Medical School at Cornell; and David Steele, Texas Tech University School of Medicine at El Paso. Two individuals were approved as transfer. Beth Nelson at Baylor College of Medicine replacing Boyd Richards and Clarence Braddock at Stanford School of Medicine replacing Elizabeth Porter.

Karen Mann, Dalhousie School of Medicine in Nova Scotia, was submitted for consideration of appointment as an Emeritus Member of SDRME. The motion for appointment was approved unanimously.

Linda Perkowski, President, announced that Sandy Cook, Membership Liaison, had raised concerns about the recent decision of the Executive Committee to eliminate dues for International Membership. Sandy Cook was concerned that eliminating dues for international members would compromise our ability to maintain accurate demographic

information on our international members. Linda Perkowski announced that the International Committee had proposed a process whereby their committee would take on the responsibility for annually updating the data on international members. The International Committee proposed the following annual strategy.

The international committee proposes to send an annual personalized email to all international members asking them, by return email, to

(1) indicate they are still eligible for membership in SDRME (criteria will be included) and still interested in continuing as a member for the coming year (and, if not, to suggest another member from their institution);

(2) verify that the web-based directory listing of their contact information is correct and, if necessary, send corrections.

A member's failure to respond would launch us on a search to find the person or his/her replacement at that institution for additional follow-up. A response would result in any updating of the member's contact information in the membership list.

The Executive Committee voted unanimously to approve this proposal. No further action was felt necessary.

By-laws

In reviewing the information on membership it was noted that the website does not have the latest version of the by-laws. SDRME by-laws were reviewed and revised at the SDRME meeting in New York. Kristi Ferguson volunteered to locate those revised by-laws and send them to the steering committee. Judy Shea, Linda Perkowski, and Elaine Dannefer will review these by-laws and they will be posted on the web-site.

Marketing

Kristi Ferguson volunteered to develop a brochure to provide a description of SDRME.

Invited Reviews

The Executive Committee continued the discussion of the proposal to reinstitute funded review papers by SDRME. Based on the survey data presented in the last meeting of the Executive Committee, Judy Shea, Chair of the Invited Review Committee, agreed to present a proposal at the Summer Business meeting for reinstating the reviews. The committee agreed that funding for the reviews will be increased from the previous grant amount of \$2,000. The new proposal will also allow a stipend for travel to present the findings of each review. The amounts of each grant and travel stipend regulations will be discussed by the Invited Review Committee and included in the final proposal. This proposal will be discussed by the Executive Committee on or before the May Steering Committee meeting. It is anticipated that the grant for invited reviews could be awarded in the next fiscal year and the announcement for these reviews will take place before or during the summer meeting. Mary Zanetti will be asked to join the Invited Review Committee.

Nominations

Kristi Ferguson will be rotating off the Steering Committee after the Summer meeting. An election will be held prior to the summer meeting to fill this vacancy. Les Sandlow will provide the Steering Committee with nominees. Names may be forwarded to Les Sandlow and the nominating committee.

Annual Survey

Larry Gruppen, Chair of the Annual Survey Committee, recently piloted the new annual survey with members of the Executive Committee. Following the incorporation of feedback from the members of the Executive Committee, Dr Gruppen was instructed to implement the new survey. It is anticipated that findings from the survey will be ready for presentation at the summer meeting this year.

Listserve

Linda Perkowski, voiced concerned that the new listserve set up for SDRME is open to the public and not moderated. Anyone can click on the SDRME listserve address and send messages to our membership without approval. Jamie Shumway, West Virginia School of Medicine, who designed our new listserve, has been invited to participate in our next conference call of Executive Committee to discuss this issue and any technical problems that may have arisen with the new listserve.

Summer Meeting of SDRME:

The remainder of the meeting of the Executive Committee was spent planning the program for the Summer Meeting of SDRME to be held at the Gove Park Inn at Asheville, North Carolina on July 8-11, 2008. Elaine Dannefer, Program Chair, led the discussion. Specifics of the program will be forthcoming in the March meeting of the Executive Committee.

Time/Date for March Conference Call

A conference call meeting of the Executive Committee was scheduled for March 17 at 1:00 p.m. (CST).

Submitted by M. Hitchcock: 2/29/08