

**SDRME Summer Business Meeting  
Traverse City, Michigan  
June 24, 2004**

Minutes prepared by Boyd Richards, Secretary

1. Welcome

- 1.1. Diane Heestand welcomed attendees and expressed appreciation to the Executive Committee and subcommittees for their work during the past year.

2. Meeting Announcements

- 2.1. Larry Gruppen expressed appreciation to Gale Fox for her assistance in planning and conducting the annual meeting.
- 2.2. Plans for golf on Saturday was presented.

3. Treasurers Report

- 3.1. Kristi presented the treasurer's report (attached). In it she indicated that 42 of 47 members have paid dues, providing the majority of revenue for the organization. The balance sheet shows that we are very close to staying within the budget.

4. President's Report

- 4.1. Diane announced that Susan Swing has joined the organization as an ex-officio member from ACGME.
- 4.2. Diane reported that she sent a letter to all osteopathic schools, telling them about SDRME and inviting them to submit a membership application if appropriate. Guilia indicated that she knew that the osteopathic school in Kansas City, University of Health Sciences, was interested in making application. Carol reported having send application information to Helen H. Baker, Ph.D., MBA Associate Dean for Assessment and Educational Development West Virginia School of Osteopathic Medicine, but has not received anything in return.

- 4.3. Diane distributed a fact sheet about CAS and asked whether SDRME should apply to become a member of Council of Academic Societies (CAS). She reported that CAS appears receptive to our membership. The advantages to SDRME in joining CAS would include: being at the table when important policy issues were discussed, having access to other information that CAS disseminates, having a say in the speakers who were selected for the CAS annual meeting, providing visibility for SDRME, and participating in the important committee work of the organization. Linda Perkowski and Maurice Hitchcock, both of whom presented at the most recent CAS meeting, encouraged us to join. Membership in CAS would cost the organization \$1000 in application and legal fees to become a 501 (c) 3 organization; \$575 annual dues and the annual cost of helping to send one to two members to the annual meeting. Those present indicated a willingness to increase membership dues to \$300 to cover these new costs. Those present also endorsed a plan to have the Executive Committee form a mechanism to decide who to send to the meeting each year, with an understanding that continuity would benefit both SDRME and CAS.

#### 5. Membership Committee Report

- 5.1. Names of new members were announced: Robert Beach from UTMB, Linda Goldenhar from University of Cincinnati and returning member Elaine Dannefer.
- 5.2. A recommendation for Mark Albanese and Sharon Krackov to be granted emeritus status was approved by those present.
- 5.3. Diane reported that she had sent a letter to all osteopathic schools telling them about SDRME and the membership application process, but had not received any replies or inquiries. Guilia volunteered to speak with Doug Wood who is from an osteopathic school and is on IAMSE steering committee.

#### 6. Invited Review Committee Report

- 6.1. Judy Shea reported that a call for proposals is ready to be announced with a submission deadline of September 17th. The suggestion was made to post the call on Dr ED, MED ED, and GEA regional list serves.
- 6.2. Judy indicated that her review committee is fully staffed and ready to receive proposal, unless more than 11 are received in which case additional reviewers may be needed.
- 6.3. In terms of funded reviews in progress, Judy reported that Mark Albanese's review will not be completed and that the others are in varying stages of completion.
- 6.4. A discussion ensued about trying to increase the number of funded reviews if additional money could be obtained. In general, there was interest in this possibility. One suggestion was to submit an application to the Stemmler Fund for additional funding. Judith Miller will check with NBME.

#### 7. Communications Committee Report.

- 7.1. Under George Nowacek's leadership, the committee was formed last year. It has assumed responsibility for the annual survey, webcrossing, and SDRME website. The committee needs three new members.
  - 7.2. George began by reporting that he had talked with a potential member who would be asked to assume responsibility for the SDRME member survey. This person agreed to do so ONLY if completion of the survey became a condition for membership in SDRME. Those present discussed at length this request, noting that the survey was to have been simplified to make it easier to complete. Several members present described the value of the survey and the importance of a good return rate. The Executive Committee will continue to explore the issue and make a specific recommendation in the near future.
  - 7.3. George indicated that he needs another new committee member who can assist with technical/computer support and one who can support communications activities, including the webcrossing listserv and SDRME web page.
  - 7.4. Continuing with his report, George then talked about his polling of members with and without institutional access to the Community of Sciences Database (COS) about whether or not to continue support of an SDRME COS membership. He reported that most respondents (70%) said it wasn't worth paying for COS since the majority of members had access through their home institutions and recommended discontinuing the SDRME license agreement, thus saving the organization \$1800 per year. Those present endorsed the Executive Committee's decision to let our contract lapse as of May 1, 2004.
8. International Committee Report
    - 8.1. The committee met in November at the AAMC under the new leadership of Elaine Dannefer to prepare an application form and cover letter. With approved changes to the by-laws, international members do not need to be heads of offices engaged in research. Internal members cannot hold an office nor vote. They will be included on the webcrossing listserv.
    - 8.2. Since a post-AAMC mail out, one new international member has joined the organization. This is Sevat Bahar-Ozvar, M.D., Ph.D., Hacettepe University, Ankara, Turkey.
  9. Changes to the Executive Committee membership and assignments:
    - 9.1. Diane: Past Chair
    - 9.2. Larry: Chair
    - 9.3. Boyd: Chair Elect
    - 9.4. Kristi: Treasurer
    - 9.5. Sandy: Secretary
    - 9.6. Carol: At Large and Liaison To Invited Review Committee
    - 9.7. George Rotated Off (but will continue as chair of the Communications Subcommittee)
    - 9.8. Amy Rotated Off
  10. Announcement about the 2005 Summer Meeting

- 10.1. The 2005 Summer Meeting will be held June 18-22 at Semiahmoo Resort in Blaine, WA, near Vancouver, British Columbia. Gordan Page has agreed to assist
11. Appreciation to George
  - 11.1. Diane presented George with a token of appreciation for his contributions as chair elect, chair, and past chair. It was something every wizard, like George who works magic with technology, needs to accomplish their job.
12. Mike Ravitch Tribute
13. The meeting ended with a multi-media tribute to Mike. We miss you!