

AAIM Executive Meeting Notes
March 13, 2008

Present on the Conference Call:

Michael Clark, Bob Coates, Charlie Jones, Valerie Kaufman, Ross McKenzie, Dianne Comeau

Guest: Shank Cannon

MC welcomed everyone, and indicated that this is an informal working group meeting, with no minutes required, but some notes will be taken.

Constitution

SC reported that Mike, Jacki, Bob Watson and himself have been looking through the latest version and have come to agreement on almost all outstanding issues. They are planning to have a document to circulate to the Executive Committee, which could then be presented for information purposes to the Executive Council in Montreal, and then posted on the website for the membership to review a minimum of 30 days prior to the annual meeting, and finally voted on at the annual meeting.

JIM

RM advised that the next issue will be sent out in the next couple of weeks, as it is presently at the printer. The following issue is well-along, as is the third issue in line. The catch-up process is going well. The possibility of getting a manuscript tracking system (Editorial Manager) is in negotiation with Allen Press. He confirmed that he would be interested in continuing with the position next year.

CME Chair

VK reported that there is no update with regard to finding a replacement yet. There is a need to sign a work agreement with AMEDCO. She is looking for ways to increase the service they provide in order to help her. AMEDCO is aware that there is a problem with regard to the need for help and they are trying to be helpful.

She is looking at the possibility of using an electronic evaluation with AMEDCO that would be submitted online after the meeting. Once the evaluation has been submitted, the attendee would receive and print out their CME credits. This evaluation system provides electronic tracking and will automatically send out a survey after three months to the people who claimed CME credits in order to inquire as to how they have put into practice what they have learned (which is now a requirement of ACCME). On the other hand, our group is smaller and more personal, and our questionnaire is more detailed. One possibility could be to do both an onsite evaluation and an electronic one afterwards that they would need to submit online in order to get their CME credit.

Compensation Survey

BC advised that the final survey questions have been submitted. This is a hot issue, and the results should be very interesting. UP provided information about purchasing a subscription to Survey Monkey. A one-year subscription is \$200. The survey is planned to go out at the end of March, and some results should be available by the May meeting. VK suggested that this could also be an excellent tool from the CME perspective of sending out the three-month follow-up evaluation rather than using the services of AMEDCO.

AAIM Annual Meeting 2008

MC reported that the Program Committee is coming along well, and many slots have been filled with confirmed speakers. The speaker costs are expected to come in under budget. Other expenses are expected to be higher in New York than in some past locations, and there are certain minimum commitments to the hotel.

He noted there are some fixed costs which are out of our control, but that the following areas could be controlled:

1. Higher registration fee – He inquired as to how the committee felt that it might impact attendance.
2. Higher attendance – He advised that there will be an AAIM representative at the MMDA and CLIMOA meetings and at a meeting in the UK. There is a need to be aggressive in getting people to the meeting. He would like to increase attendance. Some AAIM members are speaking at the AHOU meeting, and could provide an opportunity to promote the meeting to the underwriters, as there is a fairly large base in NY.
3. He advised that we will look at scheduling some functions inside the hotel that may have been held outside the hotel in previous locations.

The committee felt these suggestions were excellent.

Mailing List Sharing

MC requested the committee's thoughts on exchanging email databases. Most people felt that exchanging an electronic database was undesirable. They felt a printed report, or printed labels could be some alternatives. Another suggestion was that if one of their members were to join AAIM, they would have ready access to this information. Then several committee members noted that they are also members of AHOU, so this may be a better way of accessing this type of information.

Interim AAIM Meeting

MC advised that it will take place in Montreal on Sunday, May 11, from 08:00 to 12:00. He raised the possibility of the committee members present to go for dinner together on Saturday night. UP to check with Sofitel for a list of suggested restaurants.