

Executive Council Spring Meeting  
 April 18, 2007  
 1 pm – 4:10 pm EDT

**Present:** Marjorie Keymer, Jacki Goldstein, Bruce Boyd, Jim Topic, John Kirkpatrick, Laura Vecchione, Bob Coates, Siegfried Akermann, Lorraine Kretchman, Ben Withers, Shank Cannon, Dave Williams, Ross MacKenzie, Bob Watson, Craig Davidson, Kristi Petersen, Mike Clark, Charlie Jones, Cliff Hale, Ellyn Holzman, Rosalind Marchut

**Regrets:** Valerie Kaufman, Hatty Tsai, Dave Winsemius

The meeting was called to order by the President, Jacki Goldstein, who welcomed members of the Executive Council

Minutes of the AAIM Executive Council were reviewed and approved with one correction. The Triennial ended up with a positive balance of \$7092.

**Reports:**

**2007 Program Committee** (Keymer)

- There is a broad potpourri of topics to appeal to different interests and needs
- For the 116<sup>th</sup> Annual Meeting in Boston, there are 11 platform presentations and 7 different workshops scheduled. One of the workshops will be repeated.
- One of the speakers bowed out, but the committee still has good leads on other potential speakers.

AAIM 2007 Schedule - Version - Mar 23, 2007					
	Monday Oct.1		Tuesday Oct. 2		Wednesday Oct. 3
Times		Times		Times	
8:00-8:15	Greetings/Business	8:00-8:15	Greetings/Business	8:00-8:15	Greetings/Business
8:15-9:10	Platform #1 - Bariatric	8:15-9:10	Platform #5- VPCs the good, the bad, the ugly	8:15-9:10	Platform # 9 COPD
9:10-10:05	Platform #2 Aging Heart	9:10-10:05	Platform #6 Hepatidities	9:15-10:15	Platform # 10 - Underwriting Life Expectancy
10:05-10:20	Break	10:05-10:20	Break	10:15-10:30	Break
10:20-11:15	Platform #3 - Pandemic	10:20-11:15	Platform #7 International Issues	10:30-11:30	Panel / Debate Labs
11:15-12:10	Platform # 4 - Borderline Radiology Findings	11:15-12:10	Platform #8 - Mood Disorders	11:30	Adjourn
12:10-1:30	Lunch	12:10-1:30	Lunch		
1:30-2:45	Workshop # 1 Borderline Radiology	Workshop #2 - LTC	Workshop # 4- Aging Heart	Workshop #5 GI Pot Pourri	Blue = booked with flexible time

2:45 - 3:00	Break		2:45 - 3:00	Break		<i>Red italics = unconfirmed</i>
3:00- 4:15	<b>Workshop #3 Judging Medical Studies</b>	<i>Workshop # 1 Borderline Radiology</i>	3:00- 4:15	<b>Workshop # 6 - Mood disorders</b>	<b>Workshop # 4 Aging Heart</b>	
4:15	Adjourn		4:15	Adjourn		

- With regards to the response from potential speakers and the honoraria that AAIM offered, it was generally well received and there are no problems with the rate.
- There are a few speakers who are receiving more than the suggested rate, which was approved by the Scientific Program Committee and Drs. Keymer and Goldstein, based on the importance of the topic and qualifications of the speakers.

**Secretary / Treasurer** (Davidson)

- Compared to 2004 and 2005 both revenue and expenses were higher in 2006 with both the Triennial and the Annual meeting held in 2006. Income is stable.

	<b>12/2006</b>	<b>12/2005</b>	<b>12/2004</b>
<b>Total Revenue</b>	543,299	323,191	312,551
<b>Total Expenses</b>	479,269	245,147	249,871
<b>Net Income</b>	64,030	78,044	62,680

The 2006 Triennial income was \$163,005 and had expenses of \$155,913 for a profit of \$7092. The Annual Meeting had an income of \$175,790 and an expense of \$180,105 for a small loss of \$4,315.

Assets as of Mar 31, 2007 in Sun Trust Bank and Solomon Smith Barney

	<b>3/2007</b>	<b>3/2006</b>	<b>3/2005</b>
<b>Sun Trust Checking</b>	139,082	237,576	375,227
<b>Sun Trust Money Mkt</b>	7093	7071	7053
<b>SSB Money Market</b>	142,472	262,294	51,642
<b>SSB Gov Bonds</b>	338,083	323,289	315,397
<b>SSB CDs</b>	320,831	80,822	83,000
<b>SSB accrued interest</b>	7,415		
<b>Total Assets</b>	<b>954,976</b>	<b>911,052</b>	<b>832,319</b>

- AAIM continues to stay below the million dollar mark in total assets that could potentially trigger loss of non-profit status.
- Spending additional money on member-benefiting items such as the website, JIM, etc. will lower income for 2007.
- Changing mailing addresses with each new Secretary Treasurer is difficult. It can take months and sometimes longer to establish the correct addresses. Past Secretary Treasurers have received bills even with an address change. Dr. Davidson has been switching most billing addresses to the Secretariat for continuity.

Dr. Clark raised some concern that meeting minutes did not indicate who wrote them and who reviewed and approved them. There have been several meetings with minutes taken by the Secretariat. The Secretary Treasurer is responsible for accuracy and content of Executive

Council Meetings minutes. The Secretary Treasurer will edit the minutes and they will be approved as usual by the Executive Council at the twice yearly meeting. A statement will be added to the end of the minutes noting who wrote the minutes and that they have been edited and approved by the Secretary Treasurer.

### **Financial Committee** (Jones)

- AAIM continues to maintain a conservative approach to its investments, and is currently getting returns in the 4-5% range (lower for CDs, higher for bonds).
- As CDs mature, and as AAIM's ready cash status dictates, Dr. Jones is rolling funds into new CDs or bonds depending on the available interest rates.
- Historically, AAIM has kept roughly the same amount in CDs as in bonds (currently about \$330,000 in each).
- Since penalties are usually assessed for early withdrawal from of CDs, Dr. Jones is inclined to move more of AAIM's investments into bonds, but, for the present, will let interest rates dictate that balance.
- Since AAIM's financial "bad times" of the early 2000s, we have tried to maintain roughly one year's operating expense in readily available funds (Money Market and Cash). In non-triennial years, our annual operating expense is about \$250,000. Our current Money Market plus Cash status is \$281,000.
- Recommendations:
  - AAIM has been almost too successful at its "belt tightening" practices, and have gone from a net worth in the \$150,000 range to nearly \$1,000,000 in 6-7 years.
  - While AAIM's current financial status is enviable, Dr. Jones worries about the \$1,000,000 mark that may trigger an IRS review of our tax exempt status.
  - AAIM is very close to 1 million mark at a net worth of \$954, 976.
  - Considering the IRS, Dr. Jones would be more comfortable if AAIM's net worth was closer to \$750,000.
  - AAIM should look to ways of returning some of its net worth to its members.
  - The updating of the JIM CDs in 2008 will help, but not much.
  - AAIM might lower the annual dues.
  - AAIM might lower the Triennial and Annual Meeting fees and plan on small losses.
  - AAIM might provide financial support for those who incur expenses in the name of the organization, but who have not, historically, been reimbursed.
  - AAIM could, once again, wave dues for emeritus members.
- Dr. Topic mentioned that he currently works with a few non-profit associations that are worth well over 1 million dollars and have not been audited. He believes that as long as AAIM is giving members value, the IRS will not have a problem with have more than 1 million dollars in the bank.
- The AAIM tax accountant (Budenske) believes it is prudent to contribute to something in the form of an endowment for example.
- Smith Barney (bank) might be able to provide AAIM with some inexpensive financial advice.
- Financial support for those who incur expenses in the name of AAIM and other requests for reimbursement should be part of the President's Annual Review and his/her decision should be based on AAIM's current financial situation.
- Dr. Withers suggested that AAIM decide on an amount of money and then work towards that by decreasing dues and meeting fees and inviting 1 or 2 more great speakers and compensate them accordingly.
- Plan is to have a subcommittee of Drs. Jones, Clark and Davidson investigate the tax status of our assets and possible options for an endowment like to the JIM.

## **Education – CME Committee** (Vecchione)

### ACCME Reaccreditation Review:

- Completed 11/06
- Dr. Kaufman attended the meeting in Chicago with ACCME.
- AMEDCO prepared AAIM's documents. Cost: ACCME fee \$6500
- Some of the documentation was incomplete but ACCME allowed AAIM to submit it after the meeting.
- AAIM has been granted 4-year accreditation with no restrictions.
- Future accreditation reviews can be scheduled by videoconference.

### 2007 CME Activities:

- MMDA Spring 2007, Dr Fidelino and Dr. Lee, Kansas City
- MMDA Fall 2007, Dr. Moore, Columbus Ohio
- AAIM 2007, Dr. Keymer Program Chair
  - Introduction to Insurance Medicine Course, Dr. Guzman
  - Basic Mortality Course (Drs. Ashley and Engman, course directors)
- There are no immediate problems in terms of staffing positions on the committee
- A discussion ensued about a succession plan for Basic Mortality Methodology Course instructors. Consensus was that AAIM should mentor a few potential instructors.
- MMDA mailings are not reaching all audiences, especially those in Canada. From now on, MMDA will use the AAIM database for future mailings

### AMEDCO Fees/Services:

- AMEDCO will charge an annual fee of \$6500 for 2007.
- AMEDCO will no longer assume responsibility for obtaining disclosure forms from speakers and planners. They will supply the electronic form, will notify planners of what is needed and track receipt of forms. AAIM needs to assume responsibility for following up on "delinquent" forms.
- AMEDCO will charge \$2.50 per form for tabulating evaluation forms. Alternatively, AAIM can do the tabulation and supply a summary to AMEDCO.
- Discussion of possible online evaluation forms through AMEDCO. They think it makes more sense for AAIM to continue with paper. They cite the following reasons:
  - only physician credit is being offered
  - the physician attendees are used to getting their certificates on site, so with the online evaluation system, they would actually get their certificates later than normal
  - the only savings to AAIM in using the online evaluation system would be in the labour- it takes to summarize the paper evaluations and AMEDCO has not heard any "complaints" from AAIM staff about having to collect the evaluation forms and summarize them
  - it would be costly to add the evaluation to the online system as it's quite complex
  - It makes sense over the next few years to consider if AAIM wants to keep AMEDCO or find a group that may be more pro-active. Dr. Vecchione has initiated contact with one organization that is itself accredited and doesn't usually provide services to organizations like AAIM that has its own accreditation. They are willing to explore new possibilities and are giving the matter consideration. This kind of research will continue. It will be interesting to see if online services are less problematic for other providers.
  - As part of succession planning Drs. Vecchione and Kaufman will send a package to the Executive Secretary that details how to be re-accredited in the future

Plans for 4/07 – 9/07:

- Initiated contact with AAFP to see if we can extend CME credit to Family Physicians per member request
  - AAFP and AMA Category I are mostly overlapping in terms of requirements
  - Requires an application and submission of some of the same ACCME requirements
  - One AAFP member has to sign application (not an issue)
  - Cost \$60 per activity
  - Dr. Vecchione will move forward with getting accreditation for Family Physicians
  
- Review of Core Body of Knowledge
  - Started 9/06
  - Request input from BIM
  - Dr. Petersen stated that if a person is already board certified then there is no problem with showing that person the BIM exams in order to facilitate content planning CME activities.
  - The BIM and the CME Committee plan closer collaboration in the future.

### **Journal Of Insurance Medicine** (MacKenzie)

- Editorial transition has been proceeding smoothly thanks to the work of retiring Editor, Ken Krause and editorial assistant, Lara Burita.
  
- Organization: all the Associate Editors have agreed to continue working for the *Journal*. John LoCascio has been appointed Editor for Disability.
  
- Publication Schedule: Volume 39 Issue #1 has been completed and mailed. Volume 39 Issue # 2 has closed for submissions and is currently being copy edited and prepared for printing.
  
- Electronic Publishing; There are preliminary discussions with Allen Press re upgrading to full electronic publishing. This will be done in tandem with revamping the AAIM website. Basic requirements include password access, article display with HTML and PDF versions, searching capability and reference linking. All Executive Council members were in agreement to post JIM issues on new website. Non-subscribers should be able to access full issues

### **Membership** (Kretchman)

There are currently 405 members on the AAIM roster. Recent applicants for membership are as follows:

#### Active

Al Crosley, M.D.	RGA Reinsurance Co.	South Africa
K.S.W.M. Feenstra, M.D.	Avero Achmea	The Netherlands
Dipti Joshi, M.D.	New York Life Insurance	USA
Shinji Mauroo, M.D.	Nippon life Insurance Co.	Japan
Kim Minish, M.D.	Great West Life Assurance	Canada
Susan Nissen, M.D.	Federated	USA
Kwang-il Park, M.D.	Sein Paramedics	South Korea
Norman Schroeder, M.D.	Trivent Financial	USA
Katrina Turner, M.D.	AXA Equitable Life Ins. Co.	USA



## **Website** (Unconventional Planning)

### **Navigation**

The goal for the website navigation was to review the current layout of the website and with the help of Graphically Speaking, determine if there is a more user-friendly and streamlined system for organizing the website pages.

1. Navigation for the website has been reviewed and re-organized slightly.
2. The main tabs for the new website are as follows:
  - a. Home
  - b. About AAIM
    - i. Overview
    - ii. President's Message
    - iii. History of AAIM
    - iv. Officers, Chairpersons, Delegates, Executives
    - v. Constitution
    - vi. Publications
    - vii. Advertising Policy
    - viii. AAIM Volunteer Opportunities
  - c. Member Center
    - i. Overview
    - ii. Become a member of AAIM
    - iii. Meetings & Conferences (hyperlink to "suggest and educational topic")
    - iv. Member's Log-in Area Member Directory restricted area: only accessible through log-in
    - v. Document Library (restricted area: only accessible through Executive Council log-in)
  - d. Board of Insurance Medicine
  - e. Job Postings
  - f. Journal of Insurance Medicine
    - i. About the JIM
    - ii. Contact the Editor
    - iii. How to submit an article
    - iv. Electronic versions of JIM issues (*only accessible from member login area*)
    - v. Subscribe to the JIM (*electronic form*)
  - g. Contact Us

### **Document Library**

The goal for the document Library was to review all documents currently hosted on the website and determine a user-friendly system of organization and which documents should remain on the website and which should be "discarded".

1. The process for reviewing all documents and deciding what should remain on the website has begun
2. A "filing" system for the document library has been determined. Documents will be organized by topic / date / author with the most recent documents showing and older documents archived
3. A search function will allow users to search for specific documents and keywords

## **Forms**

One of the goals for the website was to have electronic forms available for members and visitors to the website to fill out and submit. So far 4 forms have been created:

- a. AAIM Annual Meeting Registration Form
- b. Application for Membership Form
- c. AAIM CME Suggestion Form
- d. JIM Subscription Form

All of these forms can be modified in the future by AAIM Secretariat for things such as date changes, price changes etc. New forms can also be created and added to website at any time.

## **Design**

The goal for the website design was to create a clean and professional look and feel to the website. Preliminary design decisions have been made such as general colours, layout of the website, and selection of images. Next steps: a draft of the interior pages will be sent to UP for review. Once interior pages have been finalized, home page will be created.

- We are on track to have the website go live as of July 1, 2007. The document library will not be live at this point, but will be posted shortly thereafter.
- UP will be responsible for accepting new documents and hosting them with the Adobe contribute 4 software.
- AAIM needs to decide who will be responsible for archiving documents and filing them properly.
- AAIM also needs to gain some discipline on posting documents regularly and orderly
- Drs. Goldstein, Clark, Watson and Davidson will discuss offline the process for posting documents.
- Budget for website is +/- \$20,000. By comparison, putting the JIM on CD was \$18,000
- The current plan is to have UP do all of the updates to the website
- Question arose whether AAIM is still going to go ahead with archiving documents at St. John's. The executive council is still undecided but will address this in the future.

## **Board of Insurance Medicine** (Petersen)

- The Board of Insurance Medicine currently has 15 Accepted Candidates of which 10 appear to be in active pursuit of Board Certification, 5 have not communicated in at least 3 years (4 will 'time out' early 08).
- A question arose during the last meeting about participation in the Triennial for those who took the written examination last fall.
  - Seven took the written examination 10/06 of those; five also participated in the most recent Triennial course. Four of the five Triennial attendees passed both the written and electrocardiogram section.
  - One Triennial attendee failed both the written and ECG section of the examination.
  - Two that did not attend the Triennial course passed the written portion of the examination but failed the ECG portion of the examination.
  - One person who failed the oral examination had not attended the Triennial, but did have access to the written materials from the course.
- The Board has approved a constitution change no longer requiring membership in AAIM to become an Accepted Candidate for Board Certification.
- The Board is in the process of developing questions to address older age evaluation for the oral examination: frailty, mobility and cognitive/dementia issues.
- At this time, there is one request for an Oral Examination at the fall AAIM meeting in Boston.
- One suggestion was made to have oral exam available at CLIMOA meeting if a board member is available.

### **Nominating Committee** (Watson)

- Drs. Cannon, Jones and Watson have conferred and selected Dr. Bob Coates as the upcoming Secretary Treasurer.
- If anyone knows of someone who might be interested in serving on the Executive Council please submit their names

### **2007 Meeting** (Goldstein/ Holzman)

- Venue: Fairmont Copley Plaza in Boston
- Scientific Program Committee has an excellent slate of speakers and topics
- UP had a conference call with several spouses to discuss activity ideas
- Current planned activities are: welcome reception at the Boston Public Library, Trolley tour on Sunday afternoon, Plymouth rock and Isabella Gardiner museum on Monday and Tuesday, and farewell dinner at JFK Library Museum
- UP in the process of getting advertising flyer out before ICLAM and CLIMOA meetings

### **2008 Meeting** (Clark / Holzman)

- Originally planned to have meeting in Manhattan / NYC, but it is proving to be difficult to find a location that is not overly expensive
- UP has done a very exhaustive search and expanded the dates to include August through Thanksgiving.
- Average hotel room rate is \$400 / night in NYC area
- There is the possibility to offer reimbursement / subsidizing for accommodations
- UP has made very good inroads at two locations:
  - IBM very close to Swiss Re. Also, Swiss Re has offered AAIM the use of their building
  - Arrowwood (non-traditional venue) in a suburban setting, not a downtown setting
- Comment was made that even if AAIM were to subsidize room cost, other things would be more expensive in NYC, so maybe not the best idea to have meeting in NYC in 2008
- Another suggestion was to move the meeting outside of the fall time. Perhaps the meeting could be held in January when prices are much lower.
- Having the annual meeting in January might shake up the other meetings (Executive Council Meeting). This needs to be considered seriously before deciding to move meeting dates
- Some people look at conference fee different than the hotel fee in terms of sending people to the meeting
- One suggestion was made to have a survey circulated to approximately 50 – 75 members and ask them their opinion on location, date, and price of hotel rooms
- Program chairs for 2008 are Rob Feingold and Justine Lee who are on staff at NYC hospital
- Another risk of having meeting in NYC is that the attendance might be lower
- Washington is another possible location but Valerie Kaufman has already expressed an interest in Washington for 2009 Annual Meeting.
- Michael Clark to have offline discussion with Valerie Kaufman re: meeting location

### **Constitution** (Cannon)

- Dr Cannon has proposed a new committee to help with the constitution. Administrative help is not an issue, available time and critical review of the document is more important. He is not sure if the document can be out before the annual meeting.
- Dr Cannon has been working to consolidate all information into one document and to bring the roles and responsibilities together.
- Questions included
  - What belongs in constitution and what belongs in a procedures manual?
  - Who is responsible for things? AAIM needs to decide what roles we give to officers.
- Constitution shouldn't be something that you amend and change each year. Changes need to be voted on by the membership.
- A suggestion was made to get some consultation from an outside company who specializes in writing constitutions and bylaws. Dr Cannon will be the leader on this project but he would receive some help and guidance from an outside observer who is skilled in constitution and bylaw writing. He will also e-mail tough questions that arise to the rest of the Executive Council

### **New Business**

- No new business

Motion to adjourn meeting.

Meeting adjourned.

Minutes taken by Rosalind Marchut and supplemented by Craig Davidson.

I have read and edited these minutes for accuracy.

Craig Davidson

Secretary Treasurer AAIM