

AAIM Executive Council Meeting Minutes

Denver, Colorado. Sunday October 3, 2004. The group was called to order at 8 AM.

Attending: C. Jones, S. Cannon, R. Watson, M. Clark, J. Goldstein, B.R. MacKenzie, K. Krause, R. Frank, C. Davidson, T. Ashley, P. Snow, C. Titcomb, R. MacBride, B. Purvis, C.R. Gill, J. MocarSKI, T. Murphy, K. Blackstone, R. Lund, R. Richie. Guests: R. Fidelino, E. Holzman

Absent: D. Duddleston, T. Meagher, R. Braun, J. Huguenard

A. Welcome – Charley Jones

Unconventional Planning (“U.P.”): As a group, our relationship with Ellyn and U.P. has been very positive, particularly with regard to meeting planning and negotiation with outside vendors. Charley reviewed the provisions of the current contract, and called for an annual contract review process by a subcommittee of the Executive Committee (exact makeup to be determined).

Archival Efforts: Elizabeth Maule is recognized for her efforts at completing the AAIM archival project. Our archived material is currently residing at the St. Johns University Insurance Library in New York City.

B. Minutes of the Executive Council Spring Meeting - Clark
The minutes were approved without amendment.

C. Committee Reports

Finance Committee (MacKenzie): Our investments remain with Smith Barney, who has continued to recommend a conservative, low-risk strategy of capital preservation using a diversified portfolio of money markets, government bonds and certificates of deposits. The overall objective is to maintain sufficient capital to “cover” one year of AAIM expenses.

Year	Expenses	Investment Total
2002	230, 032	373,536
2003	362, 779	430, 064
2004	392, 737	450, 779

The finance committee met on Saturday, October 2. The budget for the current meeting was updated and reviewed, as well as proposed budgets for Annual 2005, Annual 2006, and Triennial 2006.

With this report, Ross MacKenzie concluded his term of office as Finance Chair, and the group recognized his enormous contribution to AAIM's financial recovery and current strength. Pat Snow will be taking over the Finance Chair for 2005.

Secretary/Treasurer (Clark): End-of-year 2003 accounting statement indicates net loss of ~\$24,000 on total revenues of \$368,000. This loss can be attributed to: a) Triennial expenses booked to 2003 with registration income booked to 2002), b) Some reduction in Annual 2003 attendance in a Triennial year. New financial commitments were made this year, a) Unconventional Planning for Executive Administration functions, and b) AMEDCO for CME coordination.

Secretary/Treasurer (Clark): (cont'd)

Proposals/Action items:

- o A proposal was made to increase membership dues and meeting registration fees to insure financial stability. This in light of increasing expenses and planned financial commitments for 2005. Relevant comments were made by Bruce Purvis, Pat Snow, CR Gill, C. Titcomb, and Bob Frank concerning: membership ability to attend meetings, is there such a thing as too much money in our investment accounts, the negative effect of increasing meeting registration fees, the sense that AAIM membership dues are below industry norms, that dues increases should not be frequent and insufficiently small, but rather infrequent but sufficient to cover anticipated expenses.

Action: the Council approved the following Annual dues and Meeting registration schedule:

Membership Category	Old schedule	New schedule
Membership, active	350	400
Membership, associate	300	350
Membership, affiliate	250	250
Membership, emeritus	50	50
Annual meeting registration	750	750

- o Authorization Limits: Additional financial controls are proposed for contract and check signing. This should provide additional financial security in light of revised annual reviews

Action: The Council approved the following authorization schedule:

Limit	Authorization
Up to \$1000	Members of the Executive Council
Up to \$2500	Members of the Executive Committee
Up to \$5000	Secretary-Treasurer
Up to \$7500	AAIM President and/or Secretary-Treasurer
Up to \$10,000	Executive Committee Officer and President/Secretary-Treasurer cosign
Over \$10,000	VP Finance and President/Secretary-Treasurer cosign

AAIM Secretariat (Holzman): Ellyn reviewed the activities of the Secretariat in 2004, including membership information requests and Secretary-Treasurer administrative assistance and accounting liaison. Issues for discussion included:

- o Journal of Insurance Medicine: The Secretariat is working with Allen Press and Ken Krause to develop and approach a list of potential advertisers. They have also been fielding many journal article reprint requests.
- o CME: Ellyn participated in an ACCME training program this year on behalf of AAIM, and was able to revise our meeting speaker letters to conform to protocol
- o Annual meeting: Meeting attendance stable from 2003, but down from previous years. Unconventional planning was able to produce all meeting materials on-site. Donations from third parties seem to be stable, but with increasing requests for “targeted donations” (see further discussion in Annual 2005)

AAIM Secretariat (Holzman): (cont'd)

- o Triennial meeting: Meeting date tentative February 12-16, 2006. Site tentative New Orleans. Hotel location under discussion.

Action items:

- o Develop a list of an additional 20 potential advertisers.

- o Proposal to produce a CD containing all of the back issues of the journal.
- o The AAIM Secretariat will assist as liaison to AMEDCO for our CME requirements
- o Continue negotiations with Val Kaufman regarding Triennial site and dates
- o Bob Frank brought up the possibility of a member survey to learn more about meetings and membership issues. This is to be discussed further.

Journal of Insurance Medicine(Krause):

Ken Krause was recognized for his accomplishments to date with the Journal of Insurance Medicine. AAIM sponsored his attendance at a recent Council of Scientific Editors meeting.

Journal publication appears to be on schedule; \$8500 per issue a reasonable cost to anticipate for each issue. This computes to a cost of \$35-40 per member. Allen Press continues to press for renegotiation of our contract; AAIM should continue to hold to the current agreement as long as possible. Dr. Bob Goldstone has rejoined the editorial board after an absence of several years.

Action/Notable items:

- o Transcriptions of several AAIM talks has worked out well and should be continued. These cost AAIM \$75-105 per lecture. An additional request was made to occasionally use the Ubiquis technical writer service at \$450-750 each to facilitate the process. These ideas were approved by the Council.
- o Subscription costs for international institutions was raised \$20 in line with increased postage costs.
- o Look to members to provide contacts with vendors and within their organizations to serve as advertisers for the journal.
- o JIM is providing .pdf files to all non-AAIM authors to recognize their contributions.
- o The possibility of JIM on-line was discussed. Some pros and cons were reviewed; in general, the group preferred to have an actual paper magazine in front of them.

Nominating Committee(Frank):

All current officers were recognized for their contributions.

Action item: The following slate of officers was approved for submission to membership:

Office	Nomination
Vice President	Jacki Goldstein (also VP Education)
Vice President of Finance	Pat Snow
Executive Council members	Brian Ivanovic Bob Coates Sharon Courlas
ICLAM International Committee	Charley Jones
Bureau member	Rudy Fidelino

Board of Insurance Medicine(Snow):

Congratulations to David Bensema, Valerie Ito, and James Topic for completing all the requirements for Board Certification. There are currently 31 Medical Directors as "Accepted Candidates", with 6 written and 6 oral exams to be given prior to Annual 2004. ECGs and MIB continue to be identified as areas of knowledge that could use improvement.

Pat reviewed the occasional inquiries from overseas and for testing in languages other than English. The Council concurred that AAIM does not have the resources or manpower necessary to accommodate these requests.

Action items:

- o Bruce Empringham will become the new Board of Insurance Medicine Chairman.
- o Rod Richie has become a member of the Board of Insurance Medicine.

Membership Committee(Davidson):

The number of active dues-paying members is stable at 322, as are the numbers of affiliate (21), associate (22), emeritus (69) and honorary (4)

Seven new candidates were presented for AAIM membership:

Clinton Clapp, MD	Associate
Stacy Gill	Affiliate
Joseph Marzovca, MD	Active
Joseph Cleaver, MD	Active
William Schultz	Affiliate
Nicola Charlton, MD	Active
Lakey Tolbert, MD	Active

Action items:

- o A motion to accept these new members was introduced and passed unanimously.
- o The Council felt that AAIM should have some sort of "Privileges of New Members" material available. This was referred for further action to the AAIM Secretariat.

CME/Education Committee(Goldstein):

Congratulations to Jacki Goldstein, Val Kaufman, and the members of the CME committee for ACCME acceptance of their progress report, indicating that we now have full accreditation. AAIM has contracted with AMEDCO to administer our CME program. This is a 1 year contract, with some of the details still to be concluded. Charges for this service include: \$750 flat fee per activity, with added charges of \$7-9 per attendee depending on numbers. They will also administer the accreditation survey performed every 4 years. MMDA meetings will also have AMEDCO administration, the cost to be borne by the MMDA group.

Action/notable items:

- o The Basic Mortality Course was offered this past summer (course director scheduling conflict with October meeting) without CME credit offered, as per the decision of the AAIM Executive Council at the Interim 2004 meeting.
- o The CME/Education Committee hopes to focus on strategic issues with CME coordination outsourced.
- o Laura Vecchione has accepted the position of CME Vice-Chairman for 2005.
- o Some discussion ensued concerning the granting of CME credits for peer review activities. It seems that different organizations have different ways of handling this. This needs input from the CME committee, AMEDCO, and ACCME to consider further.

Professional and Public Relations Committee(Jones for Duddleston):

There was no report from this committee at this meeting due to lack of activity. A discussion ensued as to the merits of maintaining the committee. It was pointed out that potential issues surrounding the AAIM website, such as use of the member list or advertisements, merit continuing the presence of this committee. Further input from Keith Clark as Webmaster is to be sought.

Mortality/Morbidity Committee(Ashley):

Basic Mortality Course: This is an important AAIM offering and a requirement for Board Certification. 5 registrants at the summer course; 15 underwriters scheduled for the fall AHOU meeting. As he will be retiring from the course after this, Brian Ivanovic was recognized for his excellent update of the BMC as well as his efforts to broaden the audience for the course. John Iacovino has expressed interest in teaching the course, but requires coverage of travel, room expenses, and meeting registration. The Council had reviewed this issue at the Interim meeting, but felt it merited reconsideration. Dr. Iacovino is felt to be well-qualified and, at present, is the only Medical Director to have stepped up to teach the course. A “freebee” room will probably be available at the next meeting, and airfare probably covered by the course registration fee.

Action: The AAIM Council agreed in principle to provide this level of support to Dr. Iacovino for upcoming Annual 2005 should no other teacher appear. The group identified multiple issues that need to be addressed by the Council prior to establishing a precedent and/or policy in this area. These include:

- Financial support to industry speakers
- Changes to the meeting fee structure to cover speaker expenses
- Outreach to non-physician groups
- CME availability

Advanced Mortality Course: Details concerning the next session, including dates and instructors, were not yet available at this meeting.

AMA Delegate Report(Clark, Richie):

Mike Clark served as delegate for the AMA annual meeting. A great place to connect to “my clinical side”. Many important issues discussed, among them: Electronic Medical Records, Chronic Disease Management companies, and Physician Guidelines for Return to Work. Thanks to AAIM for the opportunity to represent our organization. I requested to be replaced as Alternate AMA delegate due to time constraints; it was planned to announce the opening at the Tuesday business meeting.

Program Committee(Titcomb):

Cliff reported the 2004 program to be in good shape. They have explored a new concept, that of addressing practical underwriting problems. The workshops were more directly linked to the platform presentations and speakers. AAIM has been assisting with travel arrangements with the help of Unconventional Planning; the one outlier being the late arrangements of the invited speaker from Halifax, Canada who was difficult to reach and get a time commitment from.

D. Other Reports

ICLAM (Gill): Ray Gill reported on the success of the recent Venice meeting. Several new officers have been appointed, among them our own Charley Jones as AAIM representative to the ICLAM organization. Rudy Fidelino remains as Bureau member. Next scheduled meeting – Berlin 2007. On a separate note, a joint meeting of the UK Assurance Medical Society is scheduled for May 9, 2005.

National Heart Alert Program: Representative unable to make the meeting (Larry Jones is a past President of AAIM/ALIMDA). This group has been authorized to use our “brand” in support of their efforts. Discussion tabled.

E. Updates of Future Meetings

AAIM 2005 (Cannon): Chicago venue. Planning going well; anticipated expenditures in line with past and current meeting.

Triennial 2006: Tentative New Orleans venue.

AAIM 2006 (Watson): San Antonio venue. Planning in very early stages. Recognition of this as a "triennial year meeting" was made.

Discussion/Action items:

- Meeting profitability: One discussion centered around implied requirement for our Annual meetings to be profitable or "break even"; a "Financial Planning for Major AAIM Meetings" paper documenting this position was produced in the mid-1990s and recirculated last year. There was consensus that, given our current financial position, pressures on prices and attendance, a meeting should be allowed a certain reasonable "loss"; in essence, being partly subsidized by our membership fees.
 - Action: Do we need an updated "Financial Planning" document in light of our support from Unconventional Planning?
- "Targeted" donations: Most of the group participated in a dialogue concerning our handling of donations for the meeting. Some of the donations are targeted to a certain event or meal; others not. Other organizations have developed their own systems, i.e. "Gold sponsor, Silver sponsor, etc", with designation by donation level. For now, it was left to the discretion of the sitting President to establish the policy for the Annual meeting that year.

F. Old business

Archival Efforts: Elizabeth Maule is recognized for her efforts at completing the AAIM archival project. Our archived material is currently residing at the St. Johns University Insurance Library in New York City.

Discussion/Action items: How will new material be collated and entered into the archive? Tom Ashley and Charley Jones to investigate.

Journal of Insurance Medicine: Charley Jones has envisioned a CD-Rom containing all back issues of the Journal of Insurance Medicine. Allen Press has verified that this is possible; details and cost to be worked out.

Unconventional Planning ("U.P."): As a group, our relationship with Ellyn and U.P. has been very positive, particularly with regard to meeting planning and negotiation with outside vendors. Charley reviewed the provisions of the current contract. Going forward, Ellyn will attend the annual Executive Committee meeting, with a review of her contract and performance at that time. The President would then report the results of that review to the Executive Council the following day.

Constitutional Amendment: To be placed before the membership at the Tuesday Business meeting. The amendment was presented to the membership 5/27/04 for review and comments, and more than the required 3 months have elapsed.

Proposal:

The President will assure that the Secretary-Treasurer's books are subject to independent review annually and report on the results of that review to the membership at the annual business meeting.

G. New Business

Interim (Spring) meeting of the Executive Council: Discussion centered around relatively poor attendance at the Interim meetings, with issues being:

- Attendance quorum: felt to have been at risk this Spring and in the past.
- Coordination with and support of CLIMOA. The Council continues to feel this important and desirable for future meetings.

- Travel budget pressures. 2005 presents a particularly difficult situation, when the CLIMOA is scheduled for Western Canada (Vancouver).
- Teleconferencing pros and cons. We all participate in these, although not for the 4 hours of a typical Interim meeting. Allowing people to teleconference in was felt to possibly boost attendance, but to cramp attention, focus, and participation at the meeting.
- AAIM might provide some financial support to participating committee members to attend. The group consensus was against this, feeling it would set an unusual precedent and, probably, not have the support of membership.

Action item: The Council left a decision on the time and location of the Interim meeting to the sitting President.

There being no further business, the Council adjourned at 12:00 PM.