

**AAIM Annual Executive Council Meeting Minutes
San Antonio
Oct. 8, 2006**

The meeting was called to order by the president, Robert Watson, who welcomed members of the Executive Council.

Present: Robert Watson, Jacki Goldstein, Craig Davidson, Valerie Kaufman, Patrick Snow, Kenneth Krause, Shanklin Cannon, Laura Vecchione, Lorraine Kretchman, David Winsemius, Rodney Richie, Karen Blackstone, Rob Lund, Robert Coates, James Topic, Benjamin Withers, Clifford Hale, David Williams, Charles Jones, Kristi Petersen, Ellyn Holzman

Absent: Michael Clark, Dave Duddleston, Bruce Empringham, Hatty Tsai

Minutes of the AAIM Executive Council were reviewed and approved with one correction. Thanks to Ellyn's negotiations with the hotel, the Triennial did not lose money but ended up with a positive balance of \$1,246.00.

Reports:

Secretary/Treasurer (Davidson)

- To maximize interest income, money was transferred from the Sun Trust checking account to the Smith Barney money market fund and CDs.
- The constitution-mandated review of our books has been completed by the accounting firm of *Budenske & Wilson LLP* who did the review last year. The AAIM financial statements as of December 31, 2005 were found to be in conformity with generally accepted accounting standards.

AAIM Income Statements	December 2003	December 2004	December 2005	May 2006
Total Revenue	368,454	312,550	323,191	24,558
Total Expenses	392,737	249,871	245,147	27,650
NET Income	(24,282.89)	62,680	78,044	(3,092)

AAIM Assets	December 2003	December 2004	December 2005	July 2006
Sun Trust				
Checking	250,497	284,662	396,128	108,909
Money Market	7,0249	7,049	7,065	7,078
Smith Barney				
Money Market funds	53,171	55,088	58,016	268,007
Government Bonds	313,027	326,162	326,010	325,891
CDs	75,036	75,618	80,798	180,522
Prepaid Exp/Dep Misc	(8446.00)	33,013	2151	NA
TOTAL Assets	690,380.11	781,663	870,168	890,407

- The assets of AAIM are approaching a million dollars which is a point where the IRS may look unfavorably on a non profit. Craig Davidson discussed this with AAIM's CPA, Sarah Budenske. The rule is not hard and fast but a million dollars seems to be the break point. AAIM might nudge over this amount during dues collection but meeting expenses would drop us below. Sarah believes we are okay at this point. She explained that the IRS calls the accumulated capital profits, and if they decided we were not spending enough on our "mission" they could void AAIM's non profit status. Discussion ensued about how to give the most value to AAIM's members with this money. The ideas included:
 1. Starting a foundation to fund new members in their educational efforts.
 2. Grants to AAIM members for special insurance industry studies.
 3. Update the Executive Council Document Library on the AAIM website. At some point in time yet to be determined, the documents can be forwarded to be archived at St. Johns. This has not been done since 2003. AAIM no longer has an archivist but the categories for the documents on the website are defined. The consensus was it would be ideal for a web expert to review the categories and update them as well as file documents in the future. Jackie Goldstein will look into this with Unconventional Planning.
 4. Redesign the AAIM public website using a consultant. This consultant might work on an ongoing basis as a webmaster. Concerns were expressed that the current webmaster, Keith Clark, is very busy and there has been no succession planning.
 5. Provide administrative support to those that would not volunteer for a position like program director because they have no administrative support.
 6. Provide more administrative support for JIM.
 7. Lower dues and annual program fees.

8. Endowment to set aside some money for future program costs.
- As AAIM is not yet at a million dollar mark, the Executive Council decided to postpone these considerations. Costs to AAIM for programs will increase with a new policy of paying all speakers and speaker fees are increasing.

Finance Committee (Snow)

- Financially, the organization is doing well and AAIM investments are balanced and invested to preserve capital.
- Pat Snow announced he is retiring and resigning as VP of Finance. He was commended for his excellent service to AAIM as Finance VP and previously Chairman of the Membership Committee.

Education-CME Committee Report (Vecchione)

- ACCME reaccreditation review is 11/2/06. The cost is:
 - ACCME fee \$6500
 - AMEDCO fee for preparing self-study report and documentation packets \$6000
 - Travel by Education VP and Chair for reaccreditation for 1 night
- 2006 CME Activities included the:
 - AAIM Annual Meeting
 - Triennial
 - Two MMDA Meetings
 - Basic Mortality Course.
- A survey was sent to members about the Triennial and plans for its future. In previous discussions it was noted that it is difficult to find program chairs and speakers for the Triennial and the annual meeting when they occur in the same year. The results of the survey were in favor of replacing the AAIM annual meeting every third year with a Triennial.
- CME committee suggestions included a two track concept for the Triennial to meet the needs of experienced medical directors as well as newer medical directors planning on taking boards.

Triennial Course past and present (Kaufman)

- There was positive feedback about the quality and mix of lectures and workshops. Attendees believe the Triennial is an excellent, highly valuable learning experience. For many it is a necessary education vehicle for board certification. Because of its value, discontinuing the Triennial Course is not an option.
- As noted at the last meeting, challenges are recruiting a course director, planning committee members, and faculty. The pool of potential planners/speakers is smaller, with consolidation and retirement of long-standing faculty. Reasons given for not volunteering are time commitment, loss of company support, leaner company staffs allowing less time to work on industry activities, and more consultants in the industry who cannot

- afford the time to prepare presentations and be away from their work. In addition, in the Triennial year, because of demand on speaker resources it is more difficult to recruit for the AAIM annual meeting.
- The Triennial planning committee and an ad hoc committee chaired by Valerie Kaufman reviewed the possibility of breaking up the Triennial into segments for presentation at AAIM, separate meetings or even including the information in the AAIM meetings. The consensus was that breaking up the Triennial would make it less attractive to international and non-physician participants. It would significantly erode its unique value and introduce logistical issues. Therefore, the preferred option, seconded by a survey of AAIM members, is every third year, instead of the traditional annual meeting, have a Triennial course instead. Content would be geared not only to new but experienced medical directors. Instead of finding planning committee and faculty for two meetings in the Triennial year, AAIM would only need to fill slots for one meeting.
 - There was agreement by Executive Council members to proceed with this plan with the next Triennial (2009). Valerie Kaufman will begin work on planning this event for her meeting in 2009. She shared with the Executive Council a mock meeting schedule which included modules needed for the Core Body of Knowledge.

Policy on Speaker Honoraria and Expense Reimbursement (Kaufman)

- There was discussion about payment of speakers at AAIM meetings and courses. AAIM has no written policy regarding this and is required to have a written policy by ACME for CME.
- Planning committee members participate on a voluntary basis and no honoraria or expense reimbursement is offered for planners, unless they are also speakers, then the speaker rules apply.
- The tradition has been for the Program Chair to decide appropriate pay for non industry speakers. Industry speakers have not been paid. However, there have been changes in the composition of industry speakers. Many are consultants rather than working for an insurance company, and some are retired or not financially supported by their company. There is the fairness issue about one person getting paid while another is not.
- The consensus was that all speakers should be paid to cover expenses and registration for the annual meeting would be covered. The Program Chair (in consultation with AAIM President) is responsible for determining appropriate speaker fees and honoraria.
- For industry speakers, some companies do not allow employees to be paid speaker fees. There is also the tax implication. Craig Davidson spoke with AAIM's CPA, Sarah Budenske. The question was if someone decided not to accept speaker fees would it be a taxable event. She said not as long as the speaker turned it down. They could not re-direct it like to an education fund for example. If AAIM issued a check the secretary treasurer could void it. Obviously AAIM would not be sending any forms to the IRS on this declined speaker fee. As for an insurance company, it is a

nonevent if they never see the money. No company gets taxed and AAIM expenses are less. If the company received a check it is miscellaneous income and then they turn around and make it a charitable contribution.

- The amount to pay speakers is yet to be determined but will be investigated by the 2007 Program Chair, Jacki Goldstein, the Education Committee and Ellyn Holzman. The Program Chair is allowed to make exceptions if the speaker offers unique or highly specialized knowledge.

Journal of Insurance Medicine (Krause)

- Ken Krause thanked everyone who contributed to the JIM and the associate editors. He is moving on to other duties and Ross MacKenzie has graciously agreed to assume editorship of the JIM. AAIM will pay Ross MacKenzie a modest fee and cover his expenses at meetings. Bob Watson has negotiated a contract with Ross MacKenzie. There are a few items to iron out about how to pay his expenses for membership. This will be worked out by the incoming president, Jacki Goldstein.
- Costs for JIM are stable at the \$100 per page benchmark. The cost per issue is ~\$8500. Annual cost per member is \$105.
- Submission of non-feature content has been “thin” which may be a result of the Triennial year.
- The CD-ROM distributed in the fall of 2005 has met most needs for back issues. Plan is to continue on the AAIM website to place links to PDF files of issues of JIM after a 6-12 month delay.
- Bob Watson thanked Ken Krause for his contribution to JIM and continuing its high standards of scholarship.

Membership Committee (Kretchman)

Membership numbers are stable. Total membership is 469 compared with membership of 467 as of May 2006.

- 344 Active
- 22 Affiliate
- 26 Associate
- 73 Emeritus
- 4 Honorary
- There are, however, 97 that have not as yet paid dues. Unconventional Planning has been unable to contact 53 of these either by e-mail or letter. Lorraine Kretchman will investigate this. Plans are to expand the Membership Committee in order to personally contact members that have not renewed their membership. She also plans to work on retaining new members perhaps with a breakfast meeting or assigning a mentor to them. The new members will be encouraged to join committees or become annual meeting speakers.
- Lorraine Kretchman will report at the Spring Executive Council meeting on the four honorary members and if they should retain this status as some have not been active in AAIM for many years.

- The AAIM membership application does not have a question about type of degree (MD or DO etc.). This will be rectified.

Applicants for Membership

Active Membership	Company	Country
Dr. Michael Aboud	Irish Life	Ireland
George DiDonna, MD	UnumProvident	USA
Kersten Hubbard, MD	Farmers New World Life	USA
Kathleen Hunzicker, MD	Kansas City Life	USA
Marcos Iglesias, MD	Applied Underwriters, Inc.	USA
Juhani Juntunen	Etera Mutual Pension INS	Finland
Sheila MacDonnell, MD, MS	Sun Life Financial	USA
Stephen Nightingale, MD	Chesapeake Financial	USA
Hyunju Oh, MD	Woori Clinic	Korea
Kenneth Smith, MD	American Fidelity Assurance	USA
Daniel Zamarrippa	Met Life	USA
Daniel Zimmerman, MD	Northwestern Mutual	USA

Status Change

Patrick Greenwood, MD, Federated Insurance, USA, from Active to Emeritus
Christine Kor-Aronski, MD, MetLife, USA, from Emeritus to Active

All applicants requesting active membership and status change were approved by the Executive Council subject to approval by members at the AAIM Business Meeting.

Mortality and Morbidity (Winsemius)

- Preparations for the Basic Mortality Course are proceeding smoothly under the direction of Martin Engman and Thomas Ashley. Homework has been corrected and returned.
- The Build Study was completed.
- The Mortality and Morbidity Liaison Committee is hoping to use the ISCS database to study:
 - 1) EKG and cardiac disease codes: The EKG and cardiac diseases group (Chaired by Ken Krause).
 - 2) Older age survival, possibly in concert with the Individual Life Experience Study. (Chaired by Tom Ashley).
 - 3) Hazardous sports and aviation (Chaired by Brad Roudebush).
- There are no volunteers to co-ordinate an advanced mortality course.
- David Winsemius proposed the Mortality and Morbidity Committee coordinate lists of articles with all-cause mortality. This list could be on the website and could be coordinated with JIM resources. The Mortality and Morbidity Committee members will serve as a referral point for articles in the literature with all-cause mortality. They do not have time or resources

to review the articles for appropriate use of statistics. The proposal was accepted.

Professional and Public Relations.

- Dave Duddleston has resigned because of work commitments. Keith Clark as webmaster has reported to him. It was suggested that we need succession planning for Keith Clark's role. Consideration was given to evaluating and possibly making improvements on the whole website, public and restricted. The design/programming could be outsourced.
- Because of the importance of the committee in representing and outreach to other organizations, Jacki Goldstein and Shank Cannon volunteered to be co-chairs of the committee.

Board of Insurance Medicine (Petersen)

- The 2006-2007 Executive Committee of the Board of Insurance Medicine are:
 - Chair: Kristi Petersen
 - Vice Chair: Rod Richie
 - Secretary Treasurer: Lorraine Kretchman
- Three new members of the Board of Insurance Medicine are:
 - Steven Cooper
 - Clifford Hale
 - Venita Jay
- The Board of Insurance Medicine is independent from AAIM in their certification process. AAIM will continue to support the BIM's activities by scheduling and paying for rooms for exams at its annual meeting.
- The AMA, in which AAIM encourages individual membership, requires board certification not be dependent on membership in that specialty organization. Currently the requirement for AAIM is membership at the time of applying for board eligibility. There are no requirements for continuing membership in AAIM. The Board of Insurance Medicine has dropped the requirement for membership in AAIM for candidate status. A candidacy fee will continue to be charged for ongoing costs like pins, plaques, etc.
- The written test is revised after each Triennial and the oral exam has been completely redone. Examples of this include: updating MIB, adding SI units, a case history format and standardized mortality assumptions.
- Nine candidates dropped out after their five year board eligibility period. Kristi Petersen asked AAIM to encourage candidates to complete the certification process. Board certification is now required in some companies.
- As of October 1st, the board has 18 accepted candidates.
- Members who have achieved board certification in the last year are:
 - Clifford Hale
 - Venita Jay
 - Mark Leubbers

- Lisa Papazian
- Mitsuishi Yoichi
- There were six candidates' exams on Saturday, October 7. (1 oral, 5 written). Three additional candidates will take the written examination on October 23, 2006 at the offices of Swiss Re with Mike Clark as proctor.

Nominating Committee (Cannon)

- Charles Jones was appointed the new VP of Finance.
- New at large members are Siegfried K.J. Akermann, Bruce Boyd, and John E. Kirkpatrick.
- Jacki Goldstein and Shank Cannon as co-chairs Professional and Public Relations Committee.
- Val Kaufman as Vice President of AAIM and she will continue as Education VP.
- Thanks to:\
 - Rod Richie was for effective service as AMA delegate.
 - Dave Duddleston longstanding service on the Professional and Public Relations Committee. He not only promoted the organization and contributed to revenue by selling ads but worked on the AAIM website design.
- The Executive Council member changes were posted on the AAIM website

<i>President</i>	Jacki Goldstein	jgoldstein@metlife.com
<i>President-Elect</i>	Michael Clark	MichaelB_Clark@swissre.com
<i>Vice President</i>	Valerie Kaufman	vkaufman@massmutual.com
<i>Secretary-Treasurer</i>	Craig Davidson	craig.davidson@hartfordlife.com
<i>Education VP</i>	Valerie Kaufman	vkaufman@massmutual.com
<i>Finance VP</i>	Charles S. Jones	charles.jones@us.ing.com
<i>Editor, Journal of Ins. Medicine</i>	Ross MacKenzie	rossmackenzieconsulting@msn.com
<i>Immediate Past President</i>	Robert Watson	robert_watson@allianzlife.com
Chairpersons of Standing Committees		
<i>Continuing Medical Education</i>	Laura Vecchione	laura_vecchione@genre.com
<i>Membership</i>	Lorraine A. Kretchman	Lorraine.Kretchman@hartfordlife.com

<i>Mortality/Morbidity</i>	David Winsemius	David.Winsemius@us.ing.com
<i>Professional & Public Relations</i>	Jacki Goldstein	jgoldstein@metlife.com
	Shanklin Cannon	shanklincannon@northwesternmutual.com
<i>Finance</i>	Charles S. Jones	charles.jones@us.ing.com
<i>Board of Insurance Medicine</i>	Kristi Petersen	kristi.petersenmd@us.ing.com
<i>Program Chair AAIM meeting</i>	Marjorie Keymer	marjorie.keymer@genworth.com
Elected Members of Executive Council		
Term through 2007	Robert Coates	rcoates@rgare.com
	James Topic	jim.topic@wclife.com
	Benjamin Withers	bwithers@afba.com
Term through 2008	Clifford Hale	clifford.hale@jnli.com
	Hatty Tsai	hatty.tsai@sunlife.com
	David Williams	david_williams@ohionational.com
Term through 2009	Siegfried K.J. Akermann	siegfried.akermann@allianz.de
	R. (Bruce) B. Boyd MD	bruce.boyd@gwl.ca
	John E. Kirkpatrick	john.kirkpatrick@thrivent.com
Other Members of Executive Council		
	Robert Watson	robert_watson@allianzlife.com
	Shanklin Cannon	shanklincannon@northwesternmutual.com
	Charles S. Jones	charles.jones@us.ing.com
Chairpersons of Other Committees and Delegates <i>(non-voting representatives to the Executive Council)</i>		
<i>AMA Delegate</i>	Shanklin Cannon	shanklincannon@northwesternmutual.com
<i>AMA Alternate Delegate</i>	To be appointed	

AMA Delegate (Richie)

- AAIM has a strategic advantage by committing to the AMA as an organization. The AMA is influential with Congress in contrast to some medical specialty organizations. Rod Richie is a member of an influential AMA committee, the Section Council on Public and Preventive Health. There is no financial cost to AAIM. What is required is a commitment to the AMA by individual members of AAIM (active) to join the AMA. AAIM continues to support the AMA. A cost for attendance to committee meeting and the AMA annual meeting is paid by AAIM because of the importance of the AMA to Insurance Medicine. The AMA requires a percentage of members in any organization be individual members. AAIM has not met the AMA requirements but it is “grandfathered in” because of longstanding membership. Under the current AMA requirements for specialty organizations, AAIM would not qualify because of its relatively small size. There are many other organizations in the same predicament. So far, the AMA has not disqualified these organizations. (Conversation with AMA by Craig Davidson).
- Rod Richie after years of excellent service to AAIM is passing on his duties as AMA delegate to Shanklin Cannon. Shanklin Cannon will recruit an alternate delegate. Rodney Richie was thanked for his service to AAIM as an AMA delegate.

2006 Program Committee (Richie)

Kudos go to Linda Goodwin who stepped in to assist Rodney Richie plan the meeting when practice circumstance made him unable to spend as much time as planned. Dr. Richie will summarize the 2006 program responses for those planning future meetings.

AAIM Constitution (Cannon)

Shanklin Cannon, as the Immediate Past President, was charged with reviewing the AAIM constitution and bylaws. He has done extensive study of the principles involved in writing a constitution. There are two documents. The bylaws consist of procedures for day to day use and how to get things done while the constitution is about principles. His plan, with the approval of the Executive Council, is to merge the two documents into one. He asked each officer and committee head to see if the description of their duties matched the present reality and give him feedback by the end of December. This merged document would be circulated to Executive Council members prior to the spring meeting. The document would be discussed at the spring meeting and voted on by the Executive Council. After approval, the document would be sent to the membership which by the constitution must be at minimum within 30 days of the annual meeting. The changes would be voted on at the annual business meeting.

Future Meetings

AAIM 2007: Jacki Goldstein-Scientific Program Chair Marjorie Keymer- Boston

AAIM 2008: Michael Clark- New York City

Unconventional Planning (Holzman)

- Ellyn Holzman demonstrated the AAIM Document Library within the AAIM website, protected by a separate password, for use by the Executive Council. It can be used to store documents like program agendas and minutes and as a reference area. The user name is: *User*. The password is: *Science*.
- The document library has not been kept current. The consensus was to have the AAIM Secretary Treasurer be responsible for keeping it up to date. However the plan is to have a professional review and revise the subject areas prior to updating.
- Another discussion ensued about a related issue, the archiving of AAIM records at St. Johns. This was last done three years ago and AAIM no longer has an archivist but the subject catalogue is well developed. The Executive Council will decide how to proceed. It was suggested this could be part of the Professional and Public Relations Committee but no final decision was made. Plan is for further discussion at the next meeting.

Meeting Action Items

- All Executive Council Officers and Program Chairs to review duties as written in the constitution and give feedback to Shanklin Cannon by the end of December.
- Val Kaufman to plan a Triennial program for 2009. This program will replace the AAIM annual meeting that year
- Jacki Goldstein, the Education Committee and Ellyn Holzman. Determine appropriate reimbursement for all speakers at the AAIM annual meeting in Boston.
- Jacki Goldstein: Finalize contract with Ross MacKenzie as editor of JIM
- Lorraine Kretchman:
 1. Expand the membership committee to enable calling members that have not renewed their membership.
 2. Review the four honorary members and recommend if they should retain this status.
 3. Update application to include the type of educational degree an applicant holds.
- David Winsemius: Implement the plan for the Mortality and Morbidity Committee to coordinate lists of articles with all cause mortality.
- Jacki Goldstein and Shank Cannon as heads of the Professional and Public Relations Committee: Consider hiring a website consultant for

- Shank Cannon: To edit the AAIM constitution and nominate an alternate delegate to the AMA.
- Craig Davidson:
 1. With the Professional and Public Relations Committee determine procedure and responsibilities for updating the AAIM website, both public and password protected area. for the Executive Council.
 2. Consult with CPA used by AAIM about tax implications for industry speakers offered a speaker fee refusing or returning the fee. (done)
 3. Consult with CPA about strategies to minimize risk of IRS disapproval of non-profit status with AAIM's increasing assets. (done)