

**American Academy of Insurance Medicine – Spring Executive Council
Meeting Minutes**

Sunday, May 5, 2002

The Spring Executive Council meeting was called to order at 8:30 am in Room 410 of the Four Seasons Hotel in Toronto. A quorum was determined to be present.

Participants: R. Braun, R. Frank, C. Jones, R. Watson, R. MacKenzie, R. MacBride
P. Bell, W. Nowlan, A. Hoven, M. Engman, S. Cannon, B. Purvis

Agenda items:

1. Welcome – R. Braun

R. Braun has taken a position at LabOne as Medical Director. He has also secured a position as a Medical Consultant at BMA Re, which enables him to meet the conditions for Active membership under the AAIM Constitution and Bylaws.

2. Minutes of the previous meeting – C. Jones

The minutes were approved.

3. Finance Committee report – C. Jones

As of 12-31-01, AAIM has \$435,604 in cash and investments. The Ottawa meeting netted \$58,448 even after providing \$18,000 in full refunds to individuals who cancelled after the deadline due to 9-11. The Indianapolis meeting also produced a profit for AAIM under the tight fiscal management of Nina Smith. These profits have occurred despite the fact that AAIM charges approximately half what other professional organizations charge for a meeting of AAIM's length. There is an additional income of \$122,000 of dues paid in so far this year. AAIM purchased an additional \$50,000 CD this year to obtain a higher interest rate.

M.Engman asked about the status of AAIM's Directors and Officers insurance. R. Watson stated that AAIM does carry D&O insurance. The present carrier, a subsidiary of Safeco, has notified AAIM that it will discontinue that coverage at the end of June; however, our agent has provided us with an alternative company that she says will cover AAIM for about the same price. C. Jones stated that AAIM's present coverage costs about \$1600 or \$1700 a year.

Because the last two meetings have been profitable and AAIM's financial condition has improved over the past two years, the feasibility of contracting with a meeting planner on an ongoing basis was discussed. It was stated that AAIM should expect to pay up to \$25,000 per year for a planner, depending upon the extent of the tasks that are delegated. Ellen Holzman served as meeting planner for the Ottawa meeting and R. MacKenzie was pleased with the value of her contributions to the success of that meeting. Based upon that experience, R. Braun has retained her services for this year's meeting, but is utilizing her on a more limited basis and expects the cost to AAIM to be substantially lower. R. Frank also anticipates utilizing her services for next year's meeting. A discussion ensued regarding which types of meeting services are best handled by a meeting planner. One view is that the President can successfully

handle all of the hotel negotiations, as R. Frank has done, and that the meeting planner should handle some of the other responsibilities. The other view, presented by R. MacKenzie, is that hotel negotiations are complex and difficult and experience can help save money. Also, because circumstances keep changing right up to the meeting, a meeting planner can potentially save the organization additional money and time by applying his/her experience to continue obtaining better prices under changing circumstances. The meeting planner can also potentially negotiate much cheaper audiovisual rates using contacts with suppliers outside of the hotel.

The possibility of approaching a meeting planner to take on some of the burden of AAIM secretarial duties was then raised. R. Watson stated that AAIM Secretary/Treasurer activities require up to 2 hours of work a day and voiced some doubt that companies will be willing to support their Medical Director's assuming this time-consuming obligation in future years.

The opinion was expressed that meeting planner duties are distinct from secretarial duties and that AAIM should seek a meeting planner specifically for his/her qualifications in that role and not for secretarial qualifications. Because AAIM is financially sound since the departure of the Executive Director 2 years ago, the possibility of retaining an Executive Secretary in addition to a meeting planner was raised for consideration.

At the AAIM meeting Executive Council meeting, R. Braun will provide his insights into his experience working with Ms. Holzman, and then AAIM will consider the possibility of giving her a long-term contract. The question was raised about what was the "norm" for contracts of this type.

4. Professional and Public Relations Committee Report – R. Braun

The institution of password protection of the website membership roster has cut down on the number of unsolicited emails to members. It was recommended that company security be notified whenever a potentially fraudulent money solicitation such as the ones coming from Nigeria is received. Company security will then likely pass that information on to the FBI, which is actively pursuing the criminal activities in that arena.

The question was raised whether pictures taken at last year's meeting were put on the website as planned. Nobody was aware that this has yet happened.

The Committee report recommended that only a small amount of information regarding a following year's meeting be placed on the website until after the conclusion of the current year's meeting. There was general agreement that this is a sensible plan.

The Professional Liaison function of the committee has been inactive this past year. The question was raised regarding whether AAIM should make a push to attract underwriters to the annual meeting and as new members, especially chief

underwriters. AAIM membership is gradually shrinking due to mergers and acquisitions. AAIM also now has over 70 active members who are not from the US or Canada, which constitutes about a quarter of the 272 members who have paid dues so far this year. An substantial additional influx of underwriter members could even further change the composition of the membership. The increasing international attendance at the Triennial has influenced to some extent the parameters of that meeting. W. Nowlan stated that AAIM is a medical franchise. An increased underwriter membership will certainly bring up the Board Certification requirement issue again. A. Hoven stated that there is no interest in her company for paying another set of dues for underwriters. She opposes soliciting their membership. P. Bell pointed out that AAIM doesn't need to do it from a financial standpoint because AAIM already currently has its fixed costs well covered. The question was raised whether mergers of vendors may be shrinking the donations. If so, that hasn't happened in the past two years. R. Frank points out that with over \$100,000 in dues every year, AAIM will get "fatter" every year.

R. Braun wishes to send AAIM meeting brochures to the senior underwriters inviting them to the annual meeting. However, it was decided that a concurrent active membership solicitation would not be undertaken at this time.

5. Membership Committee report – R. Watson

Active membership stands at 353, compared to 373 1 year ago. 99 active, associate, and affiliate members have not renewed as of mid April. The Committee will contact non-renewing members during May.

20 individuals have applied for new member status. The Council voted unanimously to accept them into the member status types as applied for.

Two members have requested honorary member status. This is a non-dues-paying status that historically has been bestowed upon a few select retired members for service to the organization, as well as a small number of non-physicians. There are currently 7 listed honorary members. These members receive the Journal free for life and a membership discount if they attend an AAIM meeting. It was requested of the two requesting individuals that they provide supporting information regarding past involvement and contributions to AAIM that could be presented to the Executive Council for consideration. No response had been received from either member as of this meeting.

In reviewing the list, it is not clear how one member's status came to be changed to honorary in the membership roster. It is suspected that this was a mistake. It is also possible that Russ Barker did it at the request of the member. The Constitution and Bylaws do not specify the circumstances under which honorary status may be bestowed. It was decided that the constitution needs to be changed to specify the process. Language will be proposed to the membership to the effect that honorary status may be bestowed upon a member who is "nominated by the Nominating Committee and then approved by a vote of the Executive Council."

The Council decided that no new honorary status designations would be bestowed at this meeting.

Emeritus members pay \$50 dues and receive the benefits of the Journal at no cost and the reduced meeting fee should they wish to attend. C. Jones stated that only two Emeritus members attended last year's meeting. M. Engman stated that Emeritus dues should cover the cost of the Journal, which is \$18.50 per issue (a total of \$74 a year). He recommended changing the dues to \$75-100 for those wishing to receive the Journal and \$50 for those not wishing to receive it. A. Hoven recommended there be no differential because of the increased record keeping complexity. R. Braun asked how AAIM defines an emeritus member. Some individuals who are still actively doing consulting work are paying emeritus dues. R. MacKenzie recommended that actively consulting members pay active, not emeritus dues. Because the dues have already been set for this year, this is an issue to address for next year. No final decision was reached at this meeting. M. Engman recommended that whatever is finally decided be codified.

6. Journal of Insurance Medicine report – M. Engman

Two publications of two issues each will be published this year. This is being done to satisfy the requirement of the National Library of Medicine, to achieve cost savings, and because of the shortened time frame this year. Articles for the upcoming issues have been sent out for revisions. JIM has three-quarters of the articles necessary for the second set of issues at this time and would like to have a backlog of articles for consideration for next year's issues.

M. Engman recommends that a deputy editor position be established. Such a position would be very beneficial for three primary reasons: It would offload some of the workload of the editor, it would provide for a smooth succession, and the deputy editor would be a colleague to help "set (the editor) straight." The deputy editor would not be obligated to assume the editorship in the event of the editor's departure but would help in the transition. Main qualifications are being knowledgeable in the industry and having good writing skills. M. Engman is seeking interested individuals.

R. Braun expressed the sincere appreciation of AAIM to Marty for taking on the editorship. Marty in turn thanked everyone who helped him do that, including the family of Nigel Roberts.

7. AMA Delegate report – M. Engman

The annual AMA meeting takes place in June, and M. Engman will attend. There are "no burning issues" from AAIM's perspective. Because of his JIM duties, Marty would prefer to discontinue being the AMA delegate. He anticipates that Rod Richie will be willing to take up this role, in which case AAIM will need a new alternate delegate. If anyone has knowledge of a candidate, please let Marty know.

R. Watson has received from AMA a pledge form to be signed by the AAIM President committing AAIM in active support of several enumerated principles having to do with issues of improved access to patient care and patient welfare. Most of the document is non-controversial, but a couple of the principles can be interpreted as committing AAIM to take an activist role in such areas as health care reform. R. Braun has that document for review. He believes that the principles in question can be interpreted in a more general, non-activist manner and does not feel uncomfortable signing it, but said he will make the document available to Council members for review. Marty Engman is reviewing it at present.

8. Education Committee report – R. Braun

A survey has been taken of AAIM members to ascertain their education needs, and the results are being tabulated. The feedback of the 2001 meeting has also been reviewed and several areas have been identified for attention. About one-third of AAIM meeting attendees prefer a CD and two-thirds paper. Therefore, paper handouts and a binder will be provided this year.

R. Frank stated that ACCME certification comes up for renewal next March. He thinks it likely that ACCME will look closely at the upcoming meeting in making their decision to recertify, so it is especially important that CME procedures be carried out properly. He encourages people involved in the meeting activities to keep Valerie Kaufman, the Education Committee chair, involved in the planning steps.

R. Watson stated that some members have misplaced their CME certificates and contacted AAIM seeking verification of their having received the credits. He recommended that a mechanism be put in place to retain that information for a period of time, such as three years. C. Jones stated that the AAIM membership roster includes a list of members who have attended the past two annual meetings. The Secretary/Treasurer can generate new certificates to replace those that are lost. It was pointed out that the signed sheets attesting to the number of hours attended are not kept. However, R. Frank stated that ACCME no longer requires this attestation, so he believes it to be sufficient to accept a member's recollection on number of hours attended and issue a replacement certificate on that basis.

9. Board of Insurance Medicine report – A. Hoven

There are 31 accepted candidates. Some exams were given this past week. Some oral exams will be given at the ACLI & AAIM meetings. There are several new Diplomates.

The EKG section of the exam has been migrated to the written exam, which has nine sections. Several of these sections, including the EKG section, need to be independently passed. In the event of failure of one or more of those sections, they can be independently retaken. There is an effort underway to move the exam to a case presentation format. A few experimental claims questions were included in the exam for the first time yesterday. There were not used in grading the test. A. Hoven and Keith Clark are developing a study guide for claims review, similar to the MIB study

guide. Attorneys and other parties have reviewed it for accuracy. When it is ready, it will probably be placed on the website near the MIB guide.

10. Morbidity and Mortality Course report – R. Braun

Brian Ivanovic will be teaching this course in Orlando. He has developed a new workbook for it. W. Nowlan stated that he would like to have a copy of the workbook. R. Braun stated that Brian has been protective of the workbook and not releasing it widely. P. Bell stated that this raises intellectual property issues for this and other AAIM –produced materials, such as who owns the notebook and does AAIM need to copyright it? What happens to the material if the author leaves the organization. R. Watson suggested that all such materials be made accessible on the AAIM website to all members. A. Hoven stated that the Council needs to have some discussion about this issue. She recommended that the workbook be copyrighted to AAIM. R. Braun will call Brian and further discuss the issue.

The Advanced Course will not be given this year, in part because some of the information will be covered in a couple of afternoon breakout sessions. The Advanced Course has been tentatively planned for the 2003 AAIM meeting.

The MMLC study of elevated blood pressure will be published in the coming months. Tom Ashley is continuing Dick Singer's work on the Mortality Index Project. Dick Singer and Tony Milano are doing a mortality study of the SEER database information. How their results will be published in JIM is still being worked on.

11. Meeting updates

2003 Annual Meeting – R. Braun

The objectives and the speakers are on track. The social program is 90% completed. It is hoped that a social trip to Cape Canaveral Space Center can be arranged for Sunday. Registration materials will be sent out in early June. The meeting will be expensive than last year's meeting due to the more expensive location. R. Frank advised that close attention must be paid to the wording of the brochure from a CME accreditation standpoint. He recommends that Valerie Kaufman review and approve it before it is sent out.

2003 Annual Meeting – R. Frank

The meeting is set for Scottsdale, Arizona. Dave Duddleston will be Program Chair. Competitive bids are being sought for AV, and Union Central will supply some of the AV equipment. Costs are reasonable.

Triennial Course – R. Watson

Triennial 2003 will take place March 2-6 at the Westin Innisbrook Resort, 30 minutes NW of Tampa International Airport. Unlike past Triennials, this will be a 4 ½ day program starting on a Sunday and ending the following Thursday. 25 faculty has committed to come, and the objectives will be finalized soon. The first registration mailing is planned for July.

2004 Annual Meeting – C. Jones

The meeting is set for Oct. 3-6 at the Grand Hyatt in the renovated portion of downtown Denver. Cliff Titcomb will be Program Chair.

12. New Business: AAIM Archivist – R. Frank

Dick Singer has proposed that the Executive Council give urgent consideration to cataloguing and storing AAIM archival materials. His daughter is an archivist and may be able to help. Archive materials would include a complete set of JIM, the Transactions, and other memorabilia. The American Society of Actuaries has a facility in Chicago that may be able to house an AAIM archive. Most of the volumes of the Transactions from the 1920s-50s are missing and the membership should be solicited in an effort to obtain them.

It was recommended that Dick's daughter be contacted regarding cost, process, and ideas, including where AAIM may find a permanent home for an archive. We also need to find out what we have and decide what we wish to preserve. For example, should the complete set of Triennial Course notebooks be included in the archive? Some retired medical directors may be willing to help with this project.

The Executive Council meeting was adjourned at 12:30 p.m.

Respectfully submitted,

Robert Watson, MD