

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

Saturday, June 21, 2003

The Spring Executive Council meeting was called to order at 2:13 PM in the Regency G room of the Hyatt Regency Hotel in Cincinnati. A quorum was determined to be present. Participants: R. Frank, C. Jones, R. Watson, R. MacKenzie, M. Clark, W. Nowlan, J. Mocarski, B. Purvis, T. Murphy, S. Cannon, K. Clark, D. Duddleston, R. Richie, J. Goldstein, P. Bell, P. Snow, T. Ashley, C. Davidson, R. Braun.

Agenda items:

I. Welcome – R. Frank

II. Minutes of the Fall Meeting – R. Watson

The minutes were approved without amendment.

III. Committee Reports

A. Secretary/Treasurer's Report – R. Watson

AAIM's current financial position is strong. As of 6-1-03, AAIM has \$747,856.95 in cash and investments. The Orlando meeting netted \$64,716. The Triennial Course netted \$34,501. Dues income for 2003 stands at \$113,700, which is similar to that of 2002. The Form 990 tax form for 2002 has been completed and submitted, and the Directors & Officers Liability insurance has been renewed for another year at a cost of \$1782. The audit for year 2002 is pending.

The AAIM bookkeeping function has been moved on a trial basis to Ellyn Holzman's accountant David Wirtanen. The experience with using him for first quarter 2003 has been favorable. Advantages of switching the AAIM books to him include the benefit of involving Ellyn in the oversight, keeping the books and records in one place as Secretary/Treasurers come and go, and his willingness to perform other services such as filing AAIM's tax return and performing the annual audit should AAIM so desire. He would also be willing to cut checks for AAIM, which is currently a time-consuming process for the Secretary/Treasurer. In such a situation, all checks would be forwarded to the Secretary/Treasurer for review and signing, so AAIM would retain full control of the monies. A recommendation will be made on this option at the fall meeting after AAIM has gained more experience working with Mr. Wirtanen. J Goldstein questioned whether an audit done by the same person who does the bookkeeping would be "independent," as directed by the Constitution. R. Watson stated that the Constitution requires that the audit be independent only of the Secretary/Treasurer, which would be still the case in this situation. Because the plan is to have the CPA who audited the 2001 books do it again for 2002, no decision need be made until next year. There seemed to be a general held view that having Mr. Wirtanen audit the books and having as much such administrative activity located in one place going forward is highly desirable to keep the job of Secretary/Treasurer manageable on an ongoing basis.

The 2003 AAIM budget was presented along with the Profit & Loss Statement for year 2002 for comparison. The former shows a projected income of \$42,202 as compared with \$272,439 for the latter. The two main reasons for the marked discrepancy are 1. Most Triennial Course income occurred in 2002, whereas virtually all Triennial expenses occurred in 2003. 2. No issues of the Journal of Insurance Medicine were published in 2002 vs. a projected 6 issues to be published in 2003.

There was some discussion about how the AAIM financial information should be presented in a more optimal way. Regarding the difficulty of comparing one calendar year to another, M. Clark suggested that a fiscal year of June to June would provide more meaningful comparative information because virtually all dues money is collected between December and June of each year, and virtually all Annual Meeting income and expenses occurs between June and December of each year, so June is a natural break. The 12-month financial data for this time period could be presented at the Annual Meeting along with an update of the numbers to the time of the meeting. This would not require a change of AAIM's reporting for tax purposes.

A separate issue is the direction by the AAIM Constitution that the budget for the following year be presented to the membership for approval at the Annual Meeting. This has proven impossible because 1. Budgets for the Annual Meeting, JIM and other cost centers need to be presented in advance to the VP of Finance and Finance Committee for review and approval. 2. Positions including President and Secretary/Treasurer are elected at the Annual Meeting. After some discussion, it was concluded that it was sufficient for a provisional budget be presented for review, modification as necessary, and approval by the Finance Committee at the Annual Meeting. This may require a change in the Constitution.

Finally, the existence of two documents pertaining to AAIM financial operations has come to light. One provides explicit and strict instructions for meetings must be planned and budgeted. The other provides the travel policy for AAIM members. Both are outdated in some respects, particularly with regard to the role an Executive Director, which AAIM does not currently have. These documents will be converted to electronic Word documents and submitted to the Finance Committee for revisions and consideration of their formal status in the organizational process going forward.

B. Board of Insurance Medicine Report – P. Snow

BIM exam info is now available on the AAIM website. 31 members currently hold Accepted Candidate status with the BIM. The new written examination with questions from this year's Triennial Course will be offered at the fall AAIM meeting. 7 candidates are currently scheduled to take the written exam. Since the fall report, 4 Medical Directors have completed all requirements for Board Certification. An additional 4 Medical Directors have completed all requirements for Board Certification in Insurance Medicine.

About half of all active AAIM members are presently Board Certified. There have been no new Board Certified members from outside the US & Canada for the past 5

years, presumably due to the difficulty of making the several trips necessary to attain this status.

There has been no discussion of requiring recertification in Insurance Medicine. Among other reasons, the recertifying process would require a huge amount of time commitment from a small number of people.

The grading system is "Pass-Fail." When applicants fail, they are provided feedback on their areas of weakness.

C. Membership Committee Report – C. Davidson

14 individuals have applied for new member status. The Council voted unanimously to accept them into the member status types as applied for. Current membership stands at 279 (paid) Active; 13 Affiliate; 16 Emeritus; 5 Honorary. The number of paid Actives has declined substantially from last year; however, people were being carried on the membership rolls for up to years after a last dues payment until that was changed last year, so the exact amount of the decline is still uncertain and being looked at.

This year, Ellyn Holzman sent out the Dues notice in early January and then followed up with a repeat notice sent to both the work and home addresses of nonresponders.

The JIM will not be sent to nonresponders.

D. Education Committee report – J. Goldstein

ACCME certification was renewed last March for a 4 year period. R. Frank extended his thanks on behalf of AAIM to Jacki Goldstein and Valerie Kaufman for their hard work in making that happen. There were two deficiencies in documentation. AAIM will submit a progress report in Feb. 2004 covering the educational meetings that have occurred in the interim and demonstrating correction of these deficiencies. Documentation is complete for the Triennial and the Spring MMDA, and we will need that for the rest of the meetings this year. ACCME is highly regulated and involves a lot of bureaucracy and paperwork.

Valerie Kaufman is the new Director for Triennial Course 2006. Dave Wesley and Brian Ivanovic will be doing the Mortality Methodology Course.

Appointment of a Vice-Chairperson for the CME Committee is a very high priority. The pairing of CME Committee members with course directors is working out well. The CME Planning packet is being revised. The CME documents are being made consistent and the process is being streamlined as much as possible. The general objectives for each educational activity are being reviewed. The Core Body of Knowledge is being reviewed. The deficiencies in claims adjudication and EKG interpretation as noted by the BIM are under review, and the CME Committee is looking to develop methods of tracking the effectiveness of program changes.

It is imperative that when people are selected to be come chairs, directors, etc., that these selections be approved by the CME Committee.

We need to think strategically about how our AAIM resources are used and about where people might best be slotted for the optimal functioning of AAIM. For example, the process of selecting the important position of the next Triennial Director was made difficult to some extent by unavailability of some prime candidates due to competing AAIM obligations.

R. Frank recommended that the CME Committee provide more direction to the Program Chair of the Annual Meeting.

E. Professional and Public Relations Committee Report – D. Duddleston

The content and design of the website were reviewed and thought to be satisfactory. No changes were recommended. Feedback has been excellent from BIM candidates and other users. AAIM can post documents on both public and password-controlled private sites, such as the Document Library. In addition, “blind sites” are available for document development.

The website will post solicitations for employment under “Positions available” at a cost of \$150 per month for a 2-month minimum. There is currently an ad running for an LTC position at GE Financial. R. Watson observed that there is also currently an ad running by an AAIM member offering his services as a consultant. He questioned whether the AAIM membership would be comfortable with its members advertising their services on the organization’s website. The general view was expressed that this was not a concern. Nevertheless, because the Constitution specifies that only “positions available” and recognition of sponsors may be done on the site, the Constitution would have to be changed to allow it. D Duddleston indicated the committee will address and update the language in the Constitution covering the website, then submit the changes for a vote by the membership.

There has been much discussion about the invitation of underwriters to attend the Annual Meeting. This idea began a few years ago when membership was shrinking and expenses were a problem. Since then AAIM’s financial status has stabilized, and the subject has been revisited. Executive Council members were polled, and the consensus was to limit attendance by underwriters, to keep the scientific program “all medical” as in past years, and to limit the social events attended by underwriters. This should retain the feeling of collegiality among the relatively small numbers of active AAIM members, especially considering the much larger size of the AHOU.

For the upcoming meeting, the plan is to allow up to 30 underwriters to register. A reduced total fee is available to underwriters, but the fee does not include meal cost for the business lunch or the Tuesday night dinner. There was much discussion regarding whether the underwriter fee discount should be “opt out,” “opt in,” or some other structure so that underwriters would not feel slighted or be less likely to obtain

permission to attend. R. Frank pointed out that the registration materials were already in the mail, and that it was “opt in,” so the discussion was moot.

The committee considered and rejected the option of running the 2006 AAIM meeting sequentially with the AHOU meeting in Las Vegas.

Credentials have been extended for Vera Dolan to attend and cover the meeting for On The Risk, as had been done for last year’s meeting in Orlando. D. Duddleston asked if anyone present had noted the coverage afforded in OTR by Ms. Dolan, but nobody responded in the affirmative. R. Watson pointed out that Ms. Dolan expected to, and did, attend all meals and functions at last year’s meeting at no cost. When AAIM was approached about having her do the same at the Triennial, it was decided by R. Braun and R. Watson that the expense was not worth the potential return.

The Chair recognized K. Clark for his diligence and innovation in the website’s administration.

F. Morbidity and Mortality Course report -- T. Ashley

Brian Ivanovic, Marianne Cumming, and Ken Krause will teach the Basic M&M course this year. Brian Ivanovic and David Wesley will teach the Advanced M&M course.

The AHOU wants AAIM to offer the MM Course at its annual meetings. However, it is not practical for one person to teach the course at both the AAIM and AHOU venues in a year. It could perhaps be accomplished with more than one instructor. Do we want to keep the course solely at AAIM? Course registration has fallen in recent years. Up to 25 registrants can be accommodated. R Frank asked whether it could be taught every other year at the alternative meetings. T. Ashley stated it could be alternated with the Advance Course at the AAIM meeting. J. Goldstein stated CME coverage would not be a problem if offered at AHOU; it could still be offered for MDs taking it there. M. Clark pointed out that there may be copyright issues if the course were taught by instructors outside of AAIM. The course will not be offered at AHOU this year, but it was agreed that the committee could proceed with exploring the teaching of it at future AHOU meetings.

G. AMA Report – R. Richie

It is very important that AAIM members belong to the AMA. The AMA is doing more than any other organization to promote important medical issues. Their major goal is the betterment of the public health. At their annual meeting this year, R. Richie was impressed by the high quality of reports on many topics, such as cloning and stem cell research. These reports are available on the AMA website and he recommends accessing them for their high educational value.

M. Clark attended one of the 2 “Org of Orgs” sessions of the AMA, in which it was decided that membership in the AMA would continue to be based on an individual, rather than group, basis. This decision favors AAIM.

R. Richie explained that his main goal at the AMA is to stave off legislation having unintended adverse consequences. For example, a recommendation was brought to the floor in favor of the repeal McCarren-Ferguson. Rod spoke against it and the motion was dropped. M. Clark stated that he was extremely privileged to work with Rod at the AMA and praised Rod's involvement and extremely positive representation of AAIM's interests in this organization.

AAIM will be reviewed again for membership in the AMA in 2 to 3 years. R. Richie asked if he could provide a written report to the membership at the Annual Meeting explaining the importance of continuing AMA membership. There was then general agreement that he should be put on the business meeting program to do an oral presentation.

R. Watson stated that AAIM received a letter stating it would be contacted by an AMA committee chair soliciting monetary support for medical malpractice liability reform. It was agreed that a \$250 contribution would be appropriate.

H. Journal of Insurance Medicine report – R. Frank/M. Engman

Marty has resigned as editor of JIM due to competing obligations, and Ken Krause has assumed the position. Volume 34:2 of 2002 is completed but has not yet been sent to the printer. Marty and Ken are working together on Volume 35:1 of 2003. Ken takes over for Volume 35:2 which may be completed in August. It is probably not realistic to have 4 issues for 2003. If that is the case, one of the issues may be a double issue. There is a 3-month turnaround time from the time Allen Press gets a completed manuscript until mailing.

The importance of facilitating a smooth transition and getting back on track as expeditiously as possible was stressed.

I. Meeting updates

Triennial Course – R. Watson

The Triennial went as planned. The faculty did an excellent job, the course made a modest profit, and the feedback has been positive.

2003 Annual Meeting – R. Frank/D. Duddleston

The meeting is set for Scottsdale, Arizona. D. Duddleston states that the schedule and an overview have been posted on the website. The program committee is smaller this year and planning has gone well. Speakers are being held to a \$750 maximum honorarium.

2004 Annual Meeting – C. Jones

The meeting is set for Oct. 11-13 at the Denver Grand Hyatt. Cliff Titcomb is program chair. The Medical College of Colorado will provide faculty.

2005 Annual Meeting – S. Cannon

The meeting is set for the Fairmont Hotel in Chicago Sept. 19-22. The date is earlier than usual to avoid a conflict with a religious holiday.

2006 Annual Meeting – R. Watson

The meeting likely be in San Antonio at either the Westin RiverWalk or the Westin La Cantera. A site visit of both places is being planned for August before a final decision is made.

IV. Old Business:

A. Archival Efforts – R. Frank

Elizabeth Maule has made substantial progress in archiving AAIM materials. The main goal at this point is selecting a place to store them. There are two options that have presented themselves. The first is the Insurance Library Association of Boston. They have expressed a strong desire to have our materials. The second is Davis Library of St. John's University, located in Manhattan. This library was founded by the Insurance Society of New York. Either place would presumably assume ownership of our materials and make copies available to interested parties.

R. Frank asks if any committee member has knowledge of either institution. There was no positive response. T. Ashley volunteered to visit both places, take some photos, and report back at the fall meeting.

R. Watson asks whether AAIM needs to pay to have its materials archived and stored going forward, or whether the developing electronic record is sufficient for permanent storage. W. Nowlan indicated that electronic records were subject to loss and that hard copies should be kept. There was some discussion pro and con keeping hard copies going forward with the most opinion appearing to favor the former course at this time.

B. Roster – R. Frank

A member roster has been published and is being mailed out the same time as the Annual Meeting registration packets. The cost was approximately \$6400.

C. AAIM Secretariat – Unconventional Planning Update – R. Frank/R. Watson

Ellyn Holzman has been retained as AAIM Executive Secretary. 3 12-month contracts have been signed with her company Unconventional Planning. One is for the general administration of AAIM at a cost of approx. \$6000; the second is for the Annual Meeting at a cost of \$15000 plus expenses; the third is for the Triennial Course at a cost of approx. \$6500 plus expenses. Ellyn's performance in all three areas was praised. There was discussion about whether it was better extend the contracts another 12 months and then reassess or to negotiate a long-term arrangement as the current contract period comes to an end in December. There was general support for pursuing the latter course.

The AAIM Constitution allows for the Executive Secretary to become a nonvoting member of the Executive Committee, so Ellyn will attend the next meeting.

D. JIM Nonmember Subscriptions – C. Jones

C. Jones states he plans to turn over the nonmember subscription list (30-40 names) to Ellyn Holzman once the JIM situation is stabilized.

V. New Business

There was no new business.

The Executive Council meeting was adjourned at 6:18 pm.

Respectfully submitted,

Robert Watson, MD