

REPORT OF THE AAIM SECRETARIAT
to
THE EXECUTIVE COUNCIL
Denver, Colorado
October 2 and 3, 2004

Please find below a list of activities undertaken by the Secretariat in 2004.

1. General

- Responded to 73 requests for information via info@aaimedicine.org
- Received boxes from previous Secretary-Treasurer

2. Membership

- Updated membership database of all changes to contact information received from members
- Provided two updates to on-line membership directory
Action: On-line directory to be updated by October 15, 2004
Action: 2005 dues notices will go out asking for members to update their current contact information
Action: President's Letter will accompany 2005 dues notice

3. Secretary Treasurer

- Streamlined the existing chart of accounts to assist in allowing us to compare year to year financial transactions
- Following a meeting in May with Dr. Clark we were asked to modify our weekly financial communication to be less frequent and to eliminate the excel spreadsheet that was being created to aid in the bank deposits
- Communication with the Dr. Clark has not been frequent and ongoing, which has led to his dissatisfaction with us.
Action: We would like to recommend that financial transactions are sent twice a month to the Secretary Treasurer on the 10th and 24th of each month. In addition we would like to set up a schedule based on Dr. Clark's calendar for twice monthly telephone conversations
- Correspondence between the Accountant and Dr. Clark directly has eliminated Unconventional Planning in having a full understanding of the monthly reporting. This means that we are not able to intelligently answer questions posed to us from either party.
Action: We would like to recommend that all hard copy packages be sent to UP for delivery to the accountant and that the accountant forwards all statements to UP for distribution to the Secretary Treasurer.

- Delay in forwarding all credit card transactions related to the annual meeting to the Secretary Treasurer due to the following:
 - Lateness of registrations
 - Compound nature by which the information needs to be transposed into a document that the Secretary Treasurer can work with, ie. 15 digit credit card numbers, expiry dates and specific codes must be included in the document for proper processing.

Action: We would like to recommend that research be conducted to investigate the pros and cons of all credit card transactions being processed from the UP office

4. Journal of Insurance Medicine

- Working with Allen Press and Dr. Krause designed an advertising rate card. Dates used were generic, ie. No year mentioned so rate card can be used for remainder of 2004 and 2005
- Conducted research to develop a hit list of 20 organizations to solicit for advertising revenue. Each potential advertiser received a cover letter from Dr. Krause, an edition of the JIM and a copy of the rate card Follow up calls conducted to see if any interest expressed

Action: New list of 20 more potential advertisers is needed
- Started and still in process an audit of all non member subscriptions. Many non member subscriptions had not paid since 2001. All received a letter and a renewal form advising them that if we did not hear from them by July their JIM would be discontinued. Many organizations had been receiving multiple issues when one issue was sufficient. This initiative resulted in a decrease of non member subscriptions by 30 but also resulted in payment and continuation of subscriptions by 65 organizations.
- Fielded over 50 requests for JIM reprints. Most requests come from non members. Many did not wish to receive the reprint once they realized their was a charge for the reprint. Process of locating back issues is very time consuming and in some respects a wild goose chase as we do not know who to approach.

Action: Had requested from the archivist one copy of all back issues of the JIM but this was not possible.

We believe that one set of back issues has been donated to the New York Library which will make locating back issues even more cumbersome in the future.

Action: The suggestion of having a CD produced with each back issue would be a wonderful resource to have

- With the latest mailing of the JIM it was discovered that the United States Postal Service does not wish to mail the JIM with a Canadian address as the return address.
UP typically receives approximately a half dozen returned JIM's based on movement within the industry.
Action: UP to source a US mail house who would receive our non delivered JIM and then forward to us in Canada

5. CME

- Participated in a CME training course this past April
- Designed new speaker letters for this years annual meeting based on the information gathered during the training course.
Action: In the future UP will liaise with the CME organization hired to manage the process for AAIM

6. 2005 Annual Meeting

- Based on the recent history from the 2003 Annual Meeting in Scottsdale, we reduced the overall commitment of guestrooms for the 2005 Annual Meeting.
- Working with the incoming President reviewed 2005 Annual Meeting budget

7. 2006 Triennial Meeting

- Working with the Triennial Chairperson, Valerie Kaufman determined the needs for the meeting
- Sent out requests for proposals to the City of Washington as this was the first choice for a location. Result was very limited availability within the city boundaries at a reasonable cost to the organization. This is due to the fact that the meeting is very heavy on meeting space, limited in the number of guestrooms and the wish of the 2006 committee to be in a city center venue.
- Site trip conducted to the City of Washington at no cost to AAIM
- After eliminating Washington we received multiple proposals from the city of New Orleans.
- Site visit done this past August with Valerie Kaufman and we are now negotiating with the Intercontinental Hotel and the Pan American Life Center. Proposed dates are February 12 – 16, 2006
Action: Valerie to present dates to CME committee to ensure no conflicts and UP to continue to negotiate contract with venue