

## MINUTES SDRME EXECUTIVE COMMITTEE MEETING

June 13, 1989  
Asilomar, California

Members Present: Stephen Abrahamson, Mark Albanese, Wayne Davis, Charles Dohner, Loren Williams

Meeting began at 9:00 PM. Minutes of the San Francisco meeting were unanimously approved as distributed. Election of new Treasurer, Secretary, and President-elect were postponed until all members of the 1989-1990 Executive Committee were present. Williams and Albanese were asked to take minutes until a secretary was elected.

### I. Treasurers Report

Davis distributed a report of the current financial status of the Society. The Society has a current balance of approximately \$3500. Discussion ensued regarding policy for reimbursement of Executive Committee (EC) travel and that of invited guests. Davis distributed a draft of a travel policy document for consideration. It was unanimously adopted to submit the treasurer's report and the travel policy for consideration by the membership in attendance at the Spring meeting. (Hereafter, membership will be used to refer to those attending the Spring meeting; while entire membership will refer to all society members in good standing.)

### II. Membership Committee

The membership committee submitted four recommendations for consideration by the EC.

#### A. New member Applications

Beckman Petition for membership--After considerable discussion, the EC recommended that the application not be accepted because the applicants educational research responsibilities are limited to a single department. Thus, the applicant does not meet the membership criteria set forth in Article III. B. 1. in which it is stated that the unit role must "potentially relate to all academic departments" in the medical school.

#### B. Institutions expressing interest in SDRME

Each will be considered based on their individual merits.

#### C. Expansion of Membership Committee charge to include marketing SDRME

Referred to working group on Thursday afternoon of the spring meeting for further consideration.

#### D. Ex-Officio Membership Proposal

Proposal for ex-officio members from the AMA and NBME was accepted as presented for consideration by membership for a vote. Discussion of AAMC liaison member followed. Abrahamson will send a letter to Petersdorf inviting him

to assign a person as Liaison and at the same time expressing Society appreciation for the excellent work Brownie Anderson has performed in that capacity.

Discussion occurred regarding the AAMC data base and the potential for SDRME to become a reference group for Karen Mitchell's research efforts.

E. Emeritus Membership

Nomination of George Miller accepted by acclamation for submission to the membership.

F. Nominating Committee Election Final Report

In a close election, Mark Albanese and Ben Meleca were welcomed as the newest members of the EC.

June 14, 1989

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Meeting was called to order at 9:00 AM in the Asilomar Acorn Room. The EC will meet at 7:00 PM to elect officers for 1989-90. A review of EC activities from previous meeting then occurred. Consideration of items on the agenda resumed.

II. (continued)

G. Survey: EC input summation

After considerable discussion of the membership survey, the following recommendations were agreed upon:

1. Dollar amounts of budget should be broken down by: basic institutional support, charge back/fee for service, outside support(further divided by PI in office versus working on grant held outside office).
2. Elimination of individual salaries until a reporting format can be agreed upon.
3. Expand tenured question to include: tenure track position (yes/no) and tenured (yes/no).
4. Pilot test with EC and a few others.

Abrahamson indicated he would discuss these recommendations with Littlefield.

H. NIH Liaison Committee

Davis distributed an Action Plan with options for identifying SDRME members to serve on the NIH grant review committees and faculty development of SDRME members and their OME staff for the role of grant reviewers. The recommendations of the NIH Liaison Committee were indicated on the plan. The

document and recommendations were unanimously accepted by the EC for submission to membership.

Potential chairs of the NIH Liaison Committee for 1989-90 were discussed.

III. AAMC '89 Discussion Group

Medical education as a field was discussed relative to other emerging fields such as Family Practice, Dermatology, Biostatistics, and Radiology. A symposium at RIME on this topic was considered by Dohner and discussions were held with Brownie Anderson regarding implementation.

IV. List of Recommendations based upon April meeting.

Unanimously approved for submission for vote at spring meeting

V. Policy & Procedure Issues

Policy & procedure manual was distributed for review. Abrahamson urges EC members to review for completeness and submit suggestions for changes to the Secretary with a copy to the President. Because of evolution of Society, Davis recommended that each page be dated. Davis moved and Abrahamson seconded that we receive the manual and thank Williams for his efforts. The yes vote was unanimous.

The official membership list should be kept by the Secretary to the EC with updating after the Spring meeting and to be included with the minutes of the meeting.

VI. Consensus Conference

Friedman is committed to the conference, but there is no new progress.

VII. History Mailing List

The history was sent to entire membership and selected others. Response has been quite favorable. Mailing is complete unless there are additions recommended. Direct such requests to Dohner.

VIII. Clinical Education and the Doctor of Tomorrow

Recommended for consideration by the working group on the Oregon curriculum. Abrahamson will send a letter of thanks to Page.

IX. Election of Officers for 1989-90

The results of the election of officers by the EC were:

President-elect: Davis  
Treasurer: Sheehan  
Secretary: Albanese.

X. Spring Meeting Program Review

The spring meeting program was unanimously accepted as submitted.

XI. SDRME fall meeting schedule.

EC will meet Sunday October 29, 1989 from 1-6 PM. Society fall meeting will be Monday October 30, 1989 from 3-6 PM.

XII. Other business

Recommendation to support Washington DC as a permanent site for AAMC/RIME annual meeting was unanimously endorsed.

XII. Committee assignments

Assignments to committees will be made by Abrahamson after the Spring meeting concludes. The following are the standing SDRME committees:

- A. Executive
- B. Annual Meeting Site Selection
- C. Finance
- D. Membership
- E. NIH Liaison
- F. Program Spring '90
- G. Survey
- H. Nominations

June 16, 1989

**The EC met after the close of the Spring meeting with President Abrahamson to review Spring meeting accomplishments and plan for the upcoming year's activities.**

Members present: Abrahamson, Albanese, Davis, Meleca, Sheehan, Williams

Dohner indicated that Brooks will Chair NIH Liaison committee. Davis will serve ex-officio.

Abrahamson had an opportunity to speak with Littlefield regarding survey. Littlefield will modify survey as suggested by EC. He will circulate to pilot group and return for fall meeting action.

Rosinski will be asked to Chair the Membership committee.

In response to membership mandate to generate a publication as a product of the Society, Sajid will be asked to Chair the Publications Committee.

Abrahamson will write to Beckman regarding admission to society.

Abrahamson will contact AAMC to discuss representative(s) to SDRME.

Secretary will be the official repository of the membership list.

Gallagher has not responded to dues request. It has not been possible to reach him by telephone. Abrahamson will contact him for a last effort.

Wergin is interim director of MCV. Since office is under review, Davis will call him with a request to indicate whether the office continues to meet SDRME membership criteria if any change in mission occurs.

Next EC meeting will be October 29, 1-6 PM in Washington DC.

Adjourned at 11:56 a.m.

Respectively Submitted by  
Mark A. Albanese, Ph.D.  
Secretary, SDRME

