

SDRME EXECUTIVE COMMITTEE MEETING MINUTES

March 4, 1990

Los Angeles, California

Members Present: Abrahamson, Albanese, Davis, Dohner, Meleca, Sheehan.

The meeting began at 8:50 A.M.

I. Establishing a policy on substitute attendance at SDRME formal meetings.

Albanese distributed a letter he received from Sajid informing him that Sajid had asked Bernstein to attend the Spring Meeting on his behalf from the University of Illinois and that he had asked Dr. Julian Kitay to nominate someone to attend on behalf of the University of Galveston. Considerable discussion centered on the SDRME policy on allowing individual members to send substitutes in the event they are unavailable to attend any SDRME formal meeting. It was concluded that Abrahamson would send letters to both Bernstein and Kitay confirming Sajid's letter.

In addition, the group discussed some of the history surrounding some earlier awkward situations where members of the group had extended invitation to others to attend SDRME functions. The outgrowth of this was the development of a proposal for a policy statement the Executive Committee (EC) wishes to submit to those in attendance at the Spring Meeting. The statement is as follows: "Attendance at formal SDRME meetings is limited to directors in good standing, ex-officio members, emeritus members, individuals who are invited by the Executive Committee, and officially designated acting directors. In the case of an acting director, the invitation to attend must be extended from the Executive Committee."

II. Program for the June meeting

Davis distributed a rough outline of the planned agenda for the Spring meeting. Considerable discussion centered on different items with a final outline being agreed upon by the group. Albanese indicated he would review the activities from our Fall meeting in Washington, D.C., to see if there are still some items needing resolution that should be included in the Spring meeting agenda. Davis agreed to provide the updated agenda, which should be sent out shortly.

III. Membership Survey

Dohner distributed forms completed by each member of the EC. He then gave a brief history of the Society and a description of how the concept of a survey developed and how the information was likely to be used. The primary uses mentioned were for administrative purposes and as a description of the Society in communication with outside groups.

The EC then reviewed each question on the survey one at a time. At the completion of the review, it was decided that the survey would be sent to the membership, with the results being submitted to Albanese for data entry, analysis, and preparation of a report for distribution to the membership at the Spring Meeting. Abrahamson will send a letter thanking the survey committee for their efforts in developing the preliminary drafts of the form. The EC extends its thanks to Dohner for his efforts in completing work on the form.

IV. Bylaw Change

At the Fall Meeting the membership was informed that the EC will be developing a statement of the need for extending the terms of office for the President, the Treasurer, and the Secretary. After considerable discussion, it was decided that this item would be dropped. Some of the impetus for the original proposal stemmed from the need for maintaining continuity for a longer period than one year, particularly in the President's position. However, having had a year as President Elect appears to serve much of this purpose. It was felt that rather than making changes at this time, we would go with the present system, keeping the possibility for a change in the bylaws should the need arise at a later time.

V. Review of committee structure

Abrahamson reviewed a letter from Albanese regarding committee structure. In that letter it was mentioned, that considering our small membership, we seem to have a large number of committees. The letter also suggested that the finance committee and survey committees could perhaps be restructured such that we could cut down the number of people needed and use their talents more effectively in other committees. In discussing this issue at length, it was decided the Finance Committee should in future be composed of members of the EC. The Chair of the Finance Committee would be the Treasurer who would then select two others from the EC to serve as members.

The Survey Committee, having completed its charge of developing the membership survey, will no longer be needed and residual tasks will be absorbed within the EC.

According to the bylaws, the Liaison Committee must have at least four members. In the past it has had three members. Further, the number of organizations with which the Society has need for liaison activities has grown beyond the anticipated number. It was, therefore, decided to restructure the Liaison Committee, to have a Chair plus four members representing each of the major organizations with which we have liaisons.

The Chair would be Meleca, from the EC, Brooks would be the member liaison to the NIH, Dohner would be the liaison with the AMA, Abrahamson would be the liaison with the National Board of Medical Examiners, Veloski would be asked to be the liaison to the AAMC, Edwards would be the liaison to the private foundations.

Each member of the liaison committee could recruit another member from the Society to assist them in their task. Under this new structure, each member of the Liaison Committee would be the chair of a two-member subcommittee who would then serve as liaison with each of the individual organizations.

The Nomination committee will be Brooks as chair, and Hoban will continue as member. Brooks indicated he would select another member for his committee to replace Albanese.

A brief discussion of potentially forming a Research committee to oversee the research review and consensus conference resulted in no action.

VI. Research review assignment

Abrahamson reported that the EC's choice to lead the research review declined to accept the assignment. After some discussion, a list of three names was constructed. Abrahamson indicated he would continue to seek a leader for this effort.

VII. New Membership application

The membership applications of two individuals were discussed. It was decided that the EC needed more information regarding the membership committee recommendations. Abrahamson agreed to contact Rosinski to get a clarification.

VIII. Spring Election

After considerable discussion regarding original agreed upon rotations for the first group of SDRME directors, it was decided that the positions of Sheehan and Dohner should be up for Election this spring. It was pointed out since neither had been re-elected, that they were both eligible for re-election.

IX. Status of the unit at the University of Connecticut

The re-organization involving the Department of Research in Health Education at the University of Connecticut was discussed. The EC asked Sheehan to continue his term of office as Treasurer to its June 30th, 1990 completion.

X. Treasurer's Report

Sheehan distributed the report on the financial status of SDRME. There currently are thirty-five dues-paying members. A thousand dollar deposit has been sent to the Pillar and Post Hotel in Ontario for the upcoming Spring Meeting in June. Our present balance, including interest through January 31st, is \$10,439.26. This figure, however, does not reflect anticipated costs from Friedman for the Consensus Conference, invited guests to either the Spring or Fall Meeting nor the costs of the current EC Meeting.

The discussion then centered on how to more efficiently manage the accounts. Currently when there is a new a treasurer, there is a change of bank. This results in a number of complications as the fund transfer is made. Abrahamson indicated that he

would explore having a central National bank serve as a repository to maintain continuity.
This would enable a new treasurer to take office with simply a change of signature.

Respectfully submitted,

A handwritten signature in black ink that reads "Mark Albanese". The signature is written in a cursive style with a large, prominent initial "M".

Mark Albanese, Ph.D.

Secretary

Society of Directors of Research in Medical
Education

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April 23, 1990

Dear SDRME member,

Please find enclosed the minutes of the SDRME Executive Committee meeting held on March 4 in Los Angeles, California.

Sincerely,



Mark Albanese, Ph.D.
Secretary

MA/ks

Enc.