

SDRME Executive Committee Meeting (Conference Call)
01/09/08

Participants: Linda Perkowski, Linda Goldenhar, Judy Shea, Maurice Hitchcock, Elaine Dannefer, Kristi Ferguson

Emeritus Status for Diane Heestand

Linda Perkowski took a vote of the Executive Committee on a motion to award Diane Heestand Emeritus Membership status in SDRME. Dr Heestand recently resigned her position as director of the Office of Educational Development at the University of Arkansas Health Sciences Center to become the Associate Dean of Academic and Student Affairs in the College of Health Related Professions. The motion carried unanimously.

Summer Meeting of SDRME:

There was discussion of who to invite as special speaker for the Summer meeting and whether there was need to do so prior to the February 26 meeting of the Executive Committee. Kristi Ferguson suggested we investigate whether a new VP for Education has been appointed by AAMC and consider inviting this new appointee. Elaine Dannefer agreed to follow-up on this suggestion.

There was a review of the announcement form for the summer meeting that Elaine Dannefer had circulated on email prior to the conference call. Final approval of the form was deferred to the Executive Meeting in February. It was suggested that Elaine put an announcement of the meeting on the new SDRME list serve now. Elaine agreed to do so. It was suggested that Elaine should also put a hot-link on the registration form for the hotel and not send out the hotel flyer. There was also discussion about the summer meeting coinciding with the July 4th weekend and whether the hotel might have special events that would attract our members.

Executive Meeting February 26th in Minneapolis

Linda Perkowski announced that the focus of the upcoming Executive Meeting would be to plan the summer meeting. She asked all board members to send her their flight/travel times so that she could make arrangements to pick each member up and take them to the hotel. Dr Perkowski announced that the goal would be to finish all committee work by 3:00 p.m. on February 26th so that all could travel home that evening.

Committee Updates:

Linda Perkowski gave an update of her recent discussions with the chairs of committees which follows:

Nominating Committee: Les Sandlow (Chair)

Les Sandlow will be sending names for nomination to the executive committee. The nomination should arrive by the February 26th Executive Committee meeting. This nomination will be to fill an upcoming vacancy on the Executive Committee when Kristi Ferguson rotates off as Past President. Les requested that he be relieved of the duties of chair of this committee but agreed to continue if requested to do so by the Executive Committee. He will continue until a new chair is found.

There was a discussion as to what role Les might take. In the SDRME operations manual there is a position of "Society Historian". The committee felt this position could be useful to the organization in reviewing and cataloguing prior documents and in detailing who has served on the various SDRME committees. Linda will follow up with Les to see if he is interested.

International Committee: Anne Frye (Chair)

The impact of the recent decision to drop the membership fee for international members is that we will have no way to collect up-to-date information on our international members. For the Summer SDRME meeting, the international committee will provide the Executive Committee with a proposal to address this issue. There was a decision to instruct Ann to include Sandy Cook in plans to collect data from these members.

Membership Committee: John Shatzer (Chair)

Linda Perkowski announced that we should have a report from the committee by the February 26th Executive Committee Meeting which will include an agenda item to approve any newly proposed members.

Annual Survey Committee: Larry Gruppen (Chair)

Larry Gruppen has redrafted the survey and is ready to test the data collection system. Linda Perkowski announced that she had offered the services of the board members to beta test the new survey for Larry prior to sending it out to regular members. (NOTE: Larry subsequently contacted Linda and will be sending the survey to the Executive Committee members shortly).

Communications Committee: Jamie Shumway (Chair)

Linda Perkowski announced that our Webcrossing site no longer exists; that Jamie and his committee have archived important information from this site and placed it on our website. Linda also announced that the new list-serve seems to be working well now after some initial glitches. (NOTE: The issue of moderating this list-serve was raised after our conference call. This will be an agenda item for our March call.)

Invited Review Committee: Judy Shea (Chair)

Judy reported that seven (7) of the ten (10) invited reviews funded by SDRME have been published. She also summarized a report of a survey of previous recipients of grants, which was sent to board members on email prior to the conference call. Conclusions of the results as summarized by Judy: 1) that the grants had served as an external motivator to grantees to do research they intended to do anyway; 2) that \$2000 per grant is not a realistic amount for grants; and 3) that \$5000 per grant is a more reasonable amount to help support project costs (e.g., research assistant). Following discussion, Judy was

instructed to discuss the issue with John Littlefield on her committee then come to the Summer Meeting with a presentation of a proposal that would address the following issues:

- *Recommended amount of the grant
- *Criteria for submission
- *Should the topic for grant be specified by SDRME or by the individual?
- *Should grant recipients be required to present project results (if so, where)?
- *RFP timeline and announcement date
- *Should an interim report be required of grantees?
- *Responsibilities and expectations of recipients
- *Should a copy of the published papers be archived on SDRME website?

Treasury Report: Linda Goldenhar

Linda reported that we have approximately \$35,000 total in funds; \$23,000 of which resides in our checking account and \$11,000 of which resides in our savings account. There are now at least two board members on the signature card for our accounts. We have to submit a tax report on our organization in May of this year. Finally, a copy of the expense form will be sent to board members for their use in travel to the Executive Committee Meeting in Minneapolis in February.

Submitted by M. Hitchcock: 1/15/08