

# FHCEIAA Board Meeting Minutes 2018

4 Jun 2018

1. **Members Present:** CAPT Aaron Middlekauff, Drs. (COLs ret) Richard & Janet Southby, CAPT (ret) Gayle Dolecek, Dr. Kathryn Sapnas and Col John Mammano.

## 2. **Upcoming Institutes for 2018:**

Fall 2018: 10-21 Sep 2018//Dinner being held on 13 Sep 2018

2019: 1-12 Apr 2019 and 9-20 Sep 2019

Kathryn is exploring potential Institute location of 811 Vermont Ave in DC which is a VA building, but parking may be problematic. Richard referenced that USUHS is in the process of constructing meeting space, however lodging and base entry are concerns. The best option ideally would be a hotel for lodging and meeting space convenience.

Kathryn suggested Dr. Perlan as a potential speaker for the fall dinner. Aaron will reach out to the Office of the Surgeon General to inquire about inviting the ASH or SG. Discussion also regarding a member from Capitol Hill as well. We will come up with five or so names and prioritize.

3. **Current finances:** \$12,982.23 at the end of 31 May 2018 in the BB&T Checking account, which Gayle will transfer \$5000 into the Vanguard account. The Vanguard Mutual fund account has a current balance of \$210,763.67 as of 31 Mar 2018. Gayle mentioned we will need to conduct a financial review every two years and will be completed by the end of this calendar year.

4. **Membership:** Gayle received 33 new membership applications bringing the total FHCEII membership to 1,378 .

5. **Review of Board meeting minutes:** Approval with no modifications as posted.

6. **Director's Report:** The last Institute went very well and setting helped. Curriculum changes went well, expanded session with private contractors. Feedback from the Institute was to possibly expand further. Difficulty obtaining person to present ethics; Dr. Pellegrino is difficult to replace. Despite members having ethics training from their respective organizations, the Institute still believes strongly in continuing this topic. Kathryn referenced Dr. Ken Goodman as possible POC related to this subject matter, would inquire and get back to the board.

Student papers and discussions were truly exceptional and current.

Only concern is the meeting space for the Institute. Need high quality space, technology, seating and accommodations. May seem trivial, but puts the icing on the cake. Improves learning effect.

Everyone at the dinner was exceptionally pleased with agenda, course material and format.

7. **Financial Report and audit discussion:** An audit will be conducted at the end of this year. Income tax papers for tax year 2017 were filed in early Jan 2018.

8. **By-Law Update:** Last update was ~2015. Only item suggested to add as an addendum to policy would be the FHCEIAA scholarship, member professional development scholarship and DSA.

9. **Annual Business Meeting:** AMSUS, Thursday, 29 Nov 2018 at the Gaylord Hotel in Washington, DC.

Proposed speaker is Chris Music from Defense Health Agency (DHA).

<https://amsus15.registerat.com/Home.aspx>

- a. The board approved subsidizing the cost of the breakfast in order for members to receive a continental breakfast for \$25 at the Gaylord.
- b. CAPT (ret) Dolecek will begin sending emails to members alerting them to the annual meeting.
- c. CAPT Middlekauff contacted AMSUS and confirmed that FHCEIAA will be added to their website.

10. **Annual Scholarship Application:** Two \$1500 scholarships and \$2000 earmarked for professional development scholarship for academic credit is now available. Applications are reviewed and approved by the FHCEIAA Executive Committee. The due date for scholarships applications has been extended to the end of September. Gayle will push out an e-mail announcement and Aaron will post on the Facebook page.

11. **DSA Recipient:** A recommendation of the Navy Surgeon General, VADM Forrest Faison, was made. A recommendation of Anthony Cordesman for 2019. He has been very supportive of the Institute and actively involved in the curriculum. If selected, we will present award at AMSUS breakfast FHCEIAA business meeting.

12. **Future board membership:** Gayle will disseminate announcement for scholarship as well as future board membership interest and CAPT Middlekauff will post on Facebook to maximize exposure. This will occur prior to Sep 2018 in order to confirm interested officers during the FHCEIAA business meeting. \*\*\*Check website to ensure board membership is posted.\*\*\*

13. **Open agenda items** – No further open agenda items.

