Association for Research in Otolaryngology
ARO Council Meeting Minutes
February 19 and 23, 2005

I. C**all to order –** W. Brownell, (8:00 am)
Present: William Brownell, President; Lloyd Minor, President-Elect; Edwin Monsell, Past President; Elizabeth Keithley, Secretary/Treasurer; Peter Santi, Editor; David Lim, Historian; Doug Cotanche, Steve Rauch, Karen Steel, Ashley Wackym, Council Members; Robert Shannon, John Middlebrooks, Program Chair; Darla Dobson, Lisa Astorga, Gregg Talley from Talley Management Group, Inc.; Josh Grimes, ARO Legal Counsel.

II. **Secretary/Treasurer's Report** – E. Keithley
The following correction to the minutes from the September 19, 2004 meeting was noted: 1) In V. Historian's Report, spelling of John Williams should be corrected. The minutes from the August 2, September 19, and January 18 meetings were approved.

ARO financials as of December 31 were reviewed. Reserves are currently at $384,521. Meeting registrations processed in January and the majority of membership dues renewals for the 2004-2005 fiscal year will begin to appear in the January financials.

The Treasurer's Report was approved.

III. **Executive Office Report** – D. Dobson
A summary of Talley Management Group, Inc. activity was reviewed. This included tracking of membership, committee activities, finances, grant funds, website, and the exhibits program. Sponsorship was also discussed. The MWM final program was sponsored by SensoMotoric Instruments for $1,500. Springer sponsored the Welcome Reception for $6,200.

The TMG performance evaluation results were provided.

The Executive Office Report was approved.

IV. **Editor's Report** – P. Santi
The newsletter was sent late because of the uncertainty about MWM venue. The production of other publications went very well. Dr. Santi received the front matter for the program and abstract books early.

There were 315 copies of the abstract book purchased in advance of the meeting. Additional copies will be available for purchase at the registration desk.

Password protecting a member's only section of the ARO website was discussed. Council decided to leave the site as is, and keep the membership directory configured to provide a maximum of 25 search results in an effort to prevent abuse of list.

An email encouraging member's to keep their contact information up-to-date with the ARO should be sent annually. The email should direct members to the change of address form on the website.

The editor's report was approved.

V. **Membership Committee Report** – D. Dobson
We currently have 2106 members. This is 51 more than this time last year. 30% of the members are international. The list of new member applicants was presented and approved.

Senior membership numbers continue to increase. A survey should be sent to Senior members to determine if they want to continue to receive JARO. A suggestion was made that Senior members should be given electronic access to JARO and should pay for a hard copy subscription.

The Membership Committee report was approved.

VI. Historian's Report – D. Lim

Certificates were prepared. A new crystal award of merit was ordered and looks impressive.

The Congressional Reception should be advertised on hotel monitors. Lisa Astorga will arrange with hotel.

The Historian's Report was approved.

VII. Research Forum AAO/HNS – A. Wackym

Dr. Wackym gave an update on AAO/HNS activities. John Oghalai was appointed as the Research Forum Co-chair by Dr. Brownell. The academy representative is Chris Post. The Research Forum should be advertised on the ARO website.

VIII. Committees – D. Dobson

Bylaws Committee: A copy of the revised bylaws was provided. The Bylaws committee report was approved.

International Committee: The report was deferred until the Wednesday Council meeting so that Karen Avraham could present in person.

Patient Advocacy Group Relations Committee: Peter Steyger has been very proactive and has done a great job putting MWM symposium proposals together. The Patient Advocacy Group Relations committee report was approved.

Nominating Committee: The election process was delayed due to difficulty in securing candidates that were willing to run and in collecting candidate materials for the ballot. In addition to the list of past terms, a list of those that have been nominated, but not selected to run for election should be maintained. Being a member of Council is beneficial for President and Secretary/Treasurer positions. Committee Chairs should be considered when looking to fill Council positions. The Nominating Committee report was approved.

Travel Award Committees: The 2005 recipient list was reviewed. Future lists should be alphabetized by university instead of recipient's last name. The Travel Award report was approved.

IX. Program Committee / MidWinter Meeting – R. Shannon, L. Astorga, J. Grimes

Dr. Shannon provided a report on Program Committee activity. The number of abstracts submitted for the 2005 MWM was in line with 2004 numbers. The online submission system worked very well. Few proposals for 2006 symposia have been submitted at this point. The Program committee report was approved.

Dr. Brownell began the discussion of the legal situation with a summary of events. Mediation will be on March 1. Josh Grimes, Lisa Astorga, and Dr. Brownell will represent ARO. In order to prepare for mediation, Josh Grimes recommended that Council determine what bottom line ARO would be willing to go to in order to settle the case. Council approved a motion to accept three options: 1) pay $250,000 to settle and walk away, 2) go back for 2006 and 2007 according to the terms on the June agreement with no damages for 2005, or 3) go back for 2006 or 2007 and pay $150,000.

X. JARO

Eric Young is projecting use of an online system for manuscript submission/review in the fall. JARO has the highest impact factor in the field. Council discussed the need for JARO to reflect the entire organization. The Publications Committee will be meeting to discuss this issue and the financial position of JARO. Further discussion was deferred until the Wednesday Council meeting.

XI. Other Business

Council discussed the need to advertise the ARO. Dr. Brownell will send a preliminary list of organizations to Council. Darla Dobson will contact the organizations on the final list to have ARO MWM notices posted to their websites.

Suggested changes to the policy manual by Dr. Keithley in 2004 were approved. The Secretary/Treasurer should continue to maintain the manual. Talley will be responsible for mailing it to new council members and committee chairs.

XII. Executive Session

Dr. Brownell will generate a report based on the discussion and provide it to Talley.

The meeting was adjourned at 4:30 pm.

Wednesday February 23, 2005

Present: Lloyd Minor, Robert Shannon, William Brownell, Steve Rauch, Peter Santi, David Lim, Doug Cotanche, Ashley Wackym, Karen Steel, John Middlebrooks, Karen Avraham, Darla Dobson, Lisa Astorga

I. Call to order

Lloyd Minor called the meeting to order at 12:00 p.m.

II. Nominating Committee

Sharon Kujawa and Andrew Groves were elected to the Nominating Committee at the Business Meeting. Richard Chole and Jay Rubinstein were also appointed. The committee membership was approved by Council.

Dr. Wackym will be rotating off Council in February 2006 and will be eligible to run for 2006-2007 President Elect.

III. Old Business

Dr. Brownell reviewed a letter generated from discussions during the Executive Session on Saturday that commended Darla Dobson and Lisa Astorga for their performance with ARO. Dr. Brownell will send the letter to Gregg Talley.

IV. Committee Reports

Publications Committee: Council rejected the committee proposal in regard to the scope of JARO and reaffirmed that JARO should publish papers that reflect all aspects of the science presented at ARO. Dr. Minor will send Drs. Popelka, Popper, and Young a letter detailing this discussion. A copy of the letter will also be emailed and shared with the entire Publications committee. Council requested that the co-chairs of the Publications committee provide the Council with a detailed accounting of the finances of JARO twice per year. The first of these reports should be provided by April 1, 2005. Council requested that Eric Young present to Council a plan for facilitating the inclusion of the disciplines that fall outside of the sensory processes of the ear by May 1, 2005. This plan may include an increase in the number of associate editors to encompass these

disciplines and/or an increase in the number of pages or issues to accommodate additional pages if necessary.

Program Committee: Six symposia proposals were submitted on-site, four were submitted prior to the meeting. Dr. Shannon discussed requiring letters of intent for symposia by a deadline of one week prior to the MWM. Full proposals would not be required prior to the MWM. Dr. Shannon indicated that Tucker Davis is interested in sponsoring a session on Wednesday evening during the 2006 MWM.

Education Committee: A motion to increase the short course registration fee was approved by Council. Registration fees for 2006 will be $45 pre-registration, $55 on-site. Students will receive a discount and be charged $35 pre-registration, $45 on-site.

International Committee: Dr. Avraham recommended listing all committees in the program book. The New Orleans venue received positive feedback from the international community. An east/west coast destination rotation was also recommended. West coast meetings would be more convenient for Asian members. More countries should be represented on ARO committees. There is also a need for new appointments to the International committee. Dr. Minor will work with Karen Avraham on committee appointments.

Media Relations Committee: Dr. Rauch gave an update on MRC activities. A Media Relations 101 session is being considered for a brown bag session at the 2006 MWM. The committee requested that Program committee members select a few newsworthy abstracts during the review process. The list of Program committee selections should be provided to Maureen Hannley after the planning meeting.

V. New Business

Dr. Aage Moller is retiring from the Hearing Research editorial board. Council agreed to honor Dr. Moller with a certificate of appreciate at the 2006 MWM.

Council discussed future MWM plans. Organizers of non-ARO sponsored events should be given the option of having their event listed in the program book. Poster room layout will be reviewed to determine if there is space to add chairs.

Council decided not to have a Presidential Reception at the 2006 meeting. Instead, a Council dinner will be held Saturday night. The award of merit recipient will be invited to the Council dinner.

VI. Committee Appointments

Dr. Minor has already made some committee appointments and will continue to update the committee structure.

VII. Upcoming Council Meetings

There will be a Council conference call in June. There will also be a meeting on September 25, 2005 in Los Angeles, CA at the AAO-HNSF meeting.

VIII. Adjourn

The Wednesday meeting was adjourned at 3:00 pm.

Respectfully submitted,
Steven Rauch
ARO Secretary-Treasurer