

Association for Research in Otolaryngology  
ARO Council Conference Call Minutes  
June 21, 2005

**I. Call to order – L. Minor, (6:00 p.m. EST)**

Present: Lloyd Minor, President; Robert Shannon, President-Elect; William Brownell, Past President; Steven Rauch, Secretary/Treasurer; David Lim, Historian; Doug Cotanche, Karen Steel, Ashley Wackym, Council Members; John Middlebrooks, Program Chair; Lisa Astorga, Darla Dobson from Talley Management Group, Inc.

**II. Secretary/Treasurer's Report – S. Rauch**

A motion to accept the February and March 2005 minutes was approved.

Council reviewed the 2005 May financials. The ARO fiscal year end is June 30. There will be more revenue/expenses appearing in the June financials that should bring the year to date amounts more in line with the budget.

The current contribution list was reviewed. Dr. Minor stressed the importance of having 100% Council member participation. He will send reminders to individual Council members and will draft a reminder notice that should be sent to the entire membership next week. Darla will highlight Council member names on the online contributor list.

The proposed budget for the 2005-2006 fiscal year was reviewed. Interest noted in row 11 was based on our reserves from prior years. This income should be adjusted to reflect interest on post settlement reserves.

A motion was made to increase the ARO membership and registration fees for Regular members and non-members to:

Regular Membership \$120 (currently \$110)

Regular Member Meeting Registration \$150 (currently \$95)

Regular Non-Member Meeting Registration \$250 (currently \$235)

Associate Member fees will remain the same. The motion was approved.

Lisa discussed Faculty Travel/Food/Lodging in row 102. The budget amount is based solely on the NIH grant funds dedicated to this line item. This expense fluctuates annually and is dependent on the number of member vs. non-member faculty for the 2006 MWM. Once speakers for 2006 are determined, this line item will be discussed with Council and adjusted appropriately.

The 2005-2006 budget was approved pending decreasing the interest income and revising the membership/meeting registration revenue based on the approved increase in rates. Darla will forward Dr. Rauch a revised version for his final review.

The Secretary/Treasurer's Report was approved.

**III. Executive Office Report – D. Dobson**

The next edition of the newsletter is in production. The Executive Office has requested that all articles and photos be submitted by June 30. In prior years, a hard copy newsletter was printed and mailed to ARO members. Council decided that a print version is not necessary. The newsletter will be produced as a .pdf file and posted to the ARO website. Once online, a notice will be emailed to members indicating that the newsletter is available and directing them to the website to download a copy.

Dr. Keithley is currently working on the annual NIH grant renewal report. The Executive Office is assisting her with various reports from the 2005 MWM. ARO will receive \$40,130 for the 2006 MWM.

The American Academy of Audiology and SensoryMotoric Instruments have been contacted regarding 2006 sponsorship opportunities. It was suggested to also contact the American Auditory Society for possible sponsorship.

The Executive Office Report was approved.

**IV. Membership Report – D. Dobson**

A breakdown of total membership was reviewed.

Per Council request in February 2005, the Executive Office polled Senior members regarding their JARO subscriptions. Surveys were sent to 79 members and only 18 responses were received. As a result of the 18 received, Council moved to offer Senior members an online JARO subscription only. Senior members must pay \$50 annually if they would like to maintain their print subscription. The motion was approved.

Darla Dobson reported that Talley Management Group, Inc. has recently upgraded their membership software. The new version has the capability of accepting membership renewals online. The option of renewing online will most likely be implemented prior to the next ARO renewal cycle.

The Membership Committee report was approved.

**V. MidWinter Meeting and Abstract Processing – L. Astorga**

Lisa reported that the Mira, Inc. proposal for 2006 abstract services is in line with prior year expenses. A motion was made to accept the Mira contract. The motion was approved.

Survey results concerning future MidWinter Meetings were reviewed. 74% of survey respondents would like to see the meeting site alternate between different cities. Lisa reported that the hotel market is back. Rates are currently rising and organizations are starting to book several years out. It is important for ARO to identify and secure venues for future meetings. Lisa will work with a site selection committee to identify venues for consideration at the September Council meeting. The date and location for the 2007 MWM should be announced by the 2006 MWM.

The Welcome Reception was discussed. Springer's sponsorship no longer covers the full cost of the beer and pretzels. Lisa will look into having cash bars set up around the poster/exhibit hall.

**VI. Committee Updates – L. Minor**

Education Committee: Per the committee report, Council discussed the date for the short course. It was determined that it be held Friday evening because of scheduling conflicts with Saturday events. Dr. Minor will follow up with Lynn Bianchi regarding committee composition. He will also review the status of the short course plans with the committee and determine if the short course should be held at the 2006 MWM.

International Committee: Council reviewed the committee's request to remove the abstract fee. Since there were no issues concerning 2005 abstract fees paid by international credit card reported to the Executive Office, Council decided to keep the fee in place for 2006.

Dr. Minor discussed the British AUT boycott against Israeli universities. The AUT has lifted the boycott since the issue was first presented to ARO Council. Council determined that there was no need to send a letter on behalf of the Israeli universities at this time.

The international organizers of the Inner Ear Biology Workshop requested to mass email information to ARO members. Council determined that ARO should support other organizations in the field. Future request for mass emailing this type of information will be acceptable.

Long Range Planning Committee: The report from Dr. Davis summarizing the 2005 MWM was reviewed.

Nominating Committee: Dr. Brownell reported that the committee is actively working on a slate of proposed candidates. The Editor candidates have been determined, but names will not be released until the remaining positions are also set. A Nominating Committee conference call is being scheduled for early July. Council should have the Committee's recommended candidates for election prior to the September Council meeting.

Patient Advocacy Group Relations Committee: Dr. Steyger's report on committee activities was reviewed.

Publications Committee: The process of selecting a new JARO Editor and composition of the committee was discussed. The following motion was unanimously approved.

The membership of the Publications Committee will be increased by up to 3 members. The three candidates for membership on the Publications Committee are Chris Post, Rick Chole, and Jian-Dong Li. Lloyd Minor will contact these 3 individuals to determine their interest in serving on the Publications Committee. Prior to the February 2005 meeting, Drs. Ebenezer Yamoah, Charley Della Santina, and Keiko Hirose were also added to the committee. All members of the committee (those previously appointed and those appointed at this time) will participate in the discussion of the nominees for the editorship of JARO and in the voting process that will lead to a list of 5 nominees to be considered by the Council. A synopsis of the discussion of the Publications Committee regarding each nominee will also be provided to the Council. The nominees can be ranked in order of preference by the Publications Committee or can be submitted without ranking, according to the preference of the Publications Committee. This list of nominees will be transmitted to the Council by September 1, 2005.

At its meeting in September 2005, the Council will consider the list of nominees and will at that time decide on the future course of action. The Council may decide to work from the list that was submitted, to shorten the list and refer names back to the Publications Committee for further consideration, to request additional names from the Publications Committee, or to continue the process of selection of an editor without additional input from the Publications Committee.

Darla will set up a conference call to discuss the committee with Drs. Minor, Shannon, Brownell, Popper, and Popelka.

Respectfully submitted,  
Steven Rauch  
ARO Secretary/Treasurer