

Association for Research in Otolaryngology
ARO Council Meeting Minutes
September 25, 2005
Los Angeles, CA

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

Present: Lloyd Minor, Robert Shannon, Steven Rauch, David Lim, Ashley Wackym, Darla Dobson, Lisa Astorga

Participants via conference call: William Brownell, Peter Santi, John Middlebrooks

II. Secretary/Treasurer's Report

A motion to accept minutes from the June 21 and August 8 meetings was approved.

The August 2005 financials were reviewed. The 2005-2006 budget does account for the remaining settlement payment of \$150,000 to Pyramid Group Advisors.

Council reviewed the current contribution list. ARO has received \$18,197 in member donations.

Changes to the ARO policy manual requested by former Secretary/Treasurer Elizabeth Keithley were formally approved by Council at the February 2004 Council Meeting. Darla Dobson will email Council and Committee Chairs a copy of the manual for reference.

III. JARO Editor Selection Process

Council reviewed the confidential report of the Publications Committee and, after deliberations, the Council decided to offer the position to Dr. Ruth Anne Eatock.

IV. MidWinter Meeting

Dr. Middlebrooks provided a program committee update.

Lisa Astorga gave an update on 2006 abstract submissions. Council decided to extend the abstract submission deadline to October 8. A notification message to membership should be sent next week and is to include additional information about Baltimore.

The 2006 contract with the Baltimore Marriott has been signed. Lisa Astorga was able to secure concessions comparable to the contract with the Fairmont. Lisa was commended for her work on the 2006 venue change.

A list of special interest groups should be included in registration packets distributed to attendees at the 2006 MWM.

Dr. Santi discussed conflict of interest disclosures. The disclosures are no longer required since ARO does not offer CME, however, ARO should still collect and share this information. A list of disclosures should be added to registration packets. For 2007 MWM abstract submissions, the abstract site should be updated to collect disclosures on the site (as opposed to pop-up form that has to be printed and sent to ARO). For 2007 MWM abstract submissions, a text box should also be added for funding sources.

Council reviewed 2007 MWM site options. Venues \$175/night or higher should not be considered. The spreadsheets with site options will be emailed to all Council members for review. The site selection committee should submit a recommendation to Council by December 1. Lisa will follow up with committee chair, Dr. Cotanche. Drs. Middlebrooks and Shannon will also participate on the committee. A Council conference call should be scheduled early December to discuss the committee's recommendation. Darla will request call availability. Lisa reported that ARO will receive a better deal if we are able to sign the contract by the end of this year. In addition to the options presented at the meeting, Lisa will also look further into Denver properties and into the Marriott conference center in Washington, DC.

The program planning meeting will be held at the Marriott in Baltimore. Lisa will follow up with participants on date/time.

V. Membership Report

Council reviewed the membership figures. There are currently 2,374 members.

Dr. Lim recommended that registration fees and membership dues be waived for individuals affected by the hurricane. The motion was approved.

VI. Executive Office Report

A motion to discontinue production of the membership directory CD-ROM was approved. The website will be updated to indicate that CD-ROM directories will not be provided. If a member would like a pdf of the complete directory, they should contact the ARO Executive Office to have a copy emailed to them.

By discontinuing production of the membership CD-ROM and by producing the ARO newsletter in-house / distributing electronically, ARO has saved \$10,000 that we had originally budgeted for the 2005-2006 fiscal year.

Darla Dobson reported that the Talley Management Group, Inc. contract for management services will expire on April 1, 2006. A proposal for extending management services will be prepared and available for discussion prior to the MidWinter Meeting.

The Executive Office Report was approved.

VII. AAO-HNSF Research Update

Dr. Wackym provided an update on AAO-HNSF research activities. A motion was approved to permit the Research Forum co-chairs to propose candidates for the committee.

VIII. Committee Updates

The Award of Merit Committee report was approved. Dr. Minor will contact Robert Fettiplace to see if he will be attending the 2006 MWM and be able to accept the award. Dr. Lim will order the crystal cochlear for the awards presentation. Drs. Moller and Young will also be recognized at the 2006 MWM.

Council will email Dr. Minor recommendations for new International Committee members. The International Committee report was approved.

The Patient Advocacy Group report was approved.

IX. Other Business

A mass email advertising the business meeting should be sent one week prior to the meeting to encourage ARO member attendance.

Dr. Minor would like to have Presidential Symposium PowerPoint slides added to the ARO website. Lisa will provide a release form for presenters. Slides should be emailed to Darla for addition to the web.

X. Adjourn

Respectfully submitted,
Steven Rauch
ARO Secretary/Treasurer