

**American Association of Physicists in Medicine  
Board of Directors Meeting  
July 29, 2004, 1:00 - 6:00 PM  
Westin Convention Center Hotel  
Pittsburgh, Pennsylvania**

**Attendance:**

Jerry D. Allison	Member - Secretary
Howard Ira Amols	Member - President-Elect
G. Donald Frey	Member - President
Maryellen L. Giger	Member - Treasurer
E. Russell Ritenour	Member - Board Member/Chapter Representative - North Central (voting) and President-Elect Designate ( <i>ex officio</i> , nonvoting)
Christopher H. Marshall	Member - AIP Representative ( <i>ex officio</i> , nonvoting) and Parliamentarian ( <i>ex officio</i> , nonvoting)
Martin S. Weinhaus	Member - Chairman of the Board
Angela R. Keyser	Member - Executive Director ( <i>ex officio</i> , nonvoting)
J. Daniel Bourland	Member - Board Member-At-Large
Sherry Connors	Member - Board Member-At-Large
Julie E. Dawson	Member - Board Member-At-Large
Robin A. Miller	Member - Board Member-At-Large
Benedick A. Fraass	Member - Board Member-At-Large
Michael G. Herman	Member - Board Member-At-Large
Melissa Carol Martin	Proxy for Timothy D. Solberg Member - Board Member-At-Large
David R. Pickens	Member - Board Member-At-Large
Beth A. Schuler	Member - Board Member-At-Large
J. Anthony Seibert	Member - Board Member-At-Large
Douglas J. Simpkin	Member - Board Member-At-Large

Richard H. Behrman	Member - Board Member/Chapter Representative - New England
Robert E. Drzymala	Member - Board Member/Chapter Representative - Missouri River Valley
John P. Gibbons, Jr.	Member - Board Member/Chapter Representative - Southeast
David Lloyd Goff	Member - Board Member/Chapter Representative - Southwest
John M. Harper	Member - Board Member/Chapter Representative - Northwest
Mahadevappa Mahesh	Member - Board Member/Chapter Representative - Mid-Atlantic
Ali S. Meigooni	Member - Board Member/Chapter Representative - Ohio River Valley
Leon C. Myriantopoulos	Member - Board Member/Chapter Representative - Midwest
Vrinda Narayana	Member - Board Member/Chapter Representative - Great Lakes
Yakov M. Pipman	Member - Board Member/Chapter Representative - New York (RAMPS)
Jay E. Reiff	Member - Board Member/Chapter Representative - Delaware Valley
Robert E. Rice III	Member - Board Member/Chapter Representative - Connecticut
Roger K. Rice	Member - Board Member/Chapter Representative - Southern California
Stephen Rudin	Member - Board Member/Chapter Representative - Upstate New York
Christopher F. Serago	Proxy for Frank J. Bova Member - Board Member/Chapter Representative -Florida
Donna M. Siergiej	Member - Board Member/Chapter Representative- Rocky Mountain
D. Alan Wilkinson	Member - Board Member/Chapter Representative - Penn Ohio
Ping Xia	Proxy for David O. Findley Member - Board Member/Chapter Representative - San Francisco Bay

Page #	Agenda Item
	<b>Call to Order:</b>
	Weinhaus called the meeting to order at 1:00pm. Quorum is present (37 members, 2 of which are nonvoting). <b>The minutes of the December 3, 2003 Board of Directors Meeting were approved in the consent agenda (H-17).</b>
	<b>There was a motion to accept Chris Serago as proxy for Frank Bova as the Florida Chapter Board Representative, in place of Mark Seddon. The motion was seconded and adopted unanimously.</b>
	The consent agenda was considered. There was a request to remove B-505a. <b>There was a motion to adopt the consent agenda (without B-505a). The motion was seconded. Motion carried unanimously.</b>

	The adopted consent agenda was as follows:
A-502	EXCOM Recommends that the board adopt the attached revision of PP-7.
B-501	The Board of Directors directs the Rules Committee to recommend changes as necessary in the Bylaws, and/or Rules to make Council Chairs ex-officio, non-voting, members of The Board of Directors and to allow only Council Vice-Chairs to serve as proxies for their Chairperson.
B-504	To approve the revision of AP-42-A (see page B-505)
D-501	Renew Policy AP 17-A regarding Summer School profits but change the overall three-year profit figure from \$150,000 to \$50,000.
F-501a	Recommends that the Board direct the Rules Committee to draft Rules to implement the Council reorganization as described in the Science Council Report.
F-501	Full re-accreditation of the MD Anderson ADCL for the services offered that fit within the program areas of accreditation covered in the April 2003 “Criteria for Accreditation of Dosimetry Calibration Laboratories by the AAPM”. The previous AAPM accreditation of the MDACC is thereby extended to include brachytherapy LDR source and well chamber calibrations as well as HDR 192 Ir source and well chamber calibrations. The accreditation for the 192 IR LDR is conditional pending the successful proficiency test with NIST.
G-597	To approve a discount of \$25 off the membership fee for those members receiving <i>Medical Physics</i> on line only.
G-603a	MCC recommends that the Board approve Anaheim, CA as the site of the 2009 AAPM Annual Meeting.
G-627	Change Rule 2.6.7 as shown ( <b><i>bold italic</i></b> indicates additions, <del>strikethrough</del> indicate deletions.): 2.6.7. Send out ballots and biographical information, prepared by the Nominating Committee for <b><i>the</i></b> annual general election, on all nominees at least two months prior to the Annual Business Meeting to Members and Emeritus Members. Ballots should be sent with two envelopes. The outer envelope should be sent to the Secretary with the member's name <del>and signature</del> visible. The inner envelope should contain only the completed ballot. Instructions shall accompany the ballots and biographical sketches.
G-628	Change Section 3.9.1: John R. Cameron Young Investigator Award: The Committee shall select an individual to receive the award. The <b><i>recommendation selection</i></b> shall be based upon the Committee’s evaluation of the scientific work presented by the Young Investigator at an AAPM Annual Meeting. Approval by the Board is not required. Add to Section 3.9.1 <b><i>Jack Fowler - Junior Investigator Award: The Committee shall select an individual to receive the award. The selection shall be based upon the evaluation of the abstracts submitted for the AAPM Annual Meeting by Junior Investigators. Approval by the Board is not required.</i></b>
G-629	3.25.3. The Electronic Media Coordinating Committee membership shall include a Chair appointed by the President-Elect, up to five at large members: the AAPM President, the AAPM Treasurer, <del>the Computer Committee Chair</del> , the <i>Medical Physics</i> Editor, the Newsletter Editor, the Journal Business Management Chair, the Publications Committee Chair, the Program Committee Chair, the Education Council Chair, the Professional Council Chair, and the Science Council Chair as <i>ex officio</i> voting members; and, the AAPM

	Director, Information Services and the AAPM Executive Director as <i>ex officio</i> non-voting members.
G-630	Repeal the following:  2.6.8. Repealed ( ). Review and approve with the Treasurer all requests for membership mailing lists.
H-17	Approve the minutes from the December 3, 2003 Board of Directors Meeting.
	<b>Brief Treasurer's Report:</b>
	Giger presented a Brief Treasurer's Report.
	<b>President's Report:</b>
	Frey presented the President's Report. <b>An action item was adopted in the consent agenda (A-502).</b>
A-501	<b>Action Item: That William Hendee be appointed for a three-year term as editor of <i>Medical Physics</i>.</b> A-501 was deferred until Bill Hendee arrived The term would begin January 1, 2005. Hendee spoke in appreciation of the previous Editors, in particular Colin Orton. His job will be to maintain the current stature and make further advancements. <b>Motion carried unanimously.</b>
	<b>Motion: The Policy on pages A-506 to A-508, Potential Sources of Conflict of Interest, be adopted as a Professional Policy of the Association.</b> <b>Motion was seconded and carried unanimously.</b>
A-505	<b>Action Item: The Rules Committee is directed to develop changes in the rules and by-laws so that members of the Board, Councils, Committees, Subcommittees and Task Groups must file a Conflict of Interest statement as part of serving in those roles.</b> Woodward: Science council is reorganizing with work groups. Language should be revised to reflect work groups. This Action Item directs the Rules Committee to make necessary rules changes to implement the Professional Policy adopted above (Pages A-506 to A-508). <b>Motion carried unanimously.</b>
	<b>Chairman of the Board's Report:</b>
	Weinhous presented the Chairman of the Board's report. <b>Two action items were adopted in the consent agenda (B-501, B-504).</b>
B-502	<b>Action Item: Require that all AAPM Chapters comply with the strong recommendation of the auditors to provide headquarters with information concerning their corporate standing, governance structure and tax-exempt status as follows:</b>

	<p>1. Chapters are required to submit a copy of their current tax exemption letter from the I.R.S. containing their tax identification number, along with copies of their current Bylaws and Certificate of Incorporation; as well as copies of their most recent tax return (Year 2003) to headquarters no later than August 31, 2004.</p> <p>Or</p> <p>2. Chapters which are currently unincorporated, do not have a tax identification number, do not have tax-exempt status, have not filed tax returns and/or do not know the status of their Chapters in any or all of these areas, must contact headquarters and seek assistance in obtaining said items no later than August 31, 2004.</p> <p>Else</p> <p>3. Chapters in noncompliance with the above action will be subjected to their dissolution by the AAPM Board of Directors.</p> <p>The confusion related to the tax status of the local chapters is a liability to the AAPM. Headquarters will assist in this process. There will be some fees associated with becoming incorporated. Keyser will be the contact person for the Chapters. There will be a letter to the Chapters from the Chairman of the Board asking them for compliance.</p> <p><b>Motion carried unanimously.</b></p>
B-505a	<p><b>Action Item: The Board directs the Rules Committee to draft Rules changes to place the International Affairs Committee in the Education Council.</b></p> <p>This has been accepted by the Chair of the Education Council.</p> <p>The purpose is administrative cleanup.</p> <p>Niroomand-Rad spoke against this action item, seeing it as reducing visibility and additional layers of authority.</p> <p>Miller suggested that the International Affairs Committee publish Newsletter articles to heighten visibility.</p> <p>Amols doesn't see a lack of visibility for International Affairs.</p> <p>Mower thinks that if the IAC budget comes from the Education Council that the accountability should also fall within the Council. He thinks that the committee should be wholly in one place or the other.</p> <p>EXCOM thinks that IAC would be better supported through the Education Council.</p> <p><b>Giger moved to postpone this motion until the RSNA meeting. There was a second.</b></p> <p><b>Motion carried with two abstentions.</b></p>
	<p><b>Open discussion:</b></p>
	<p>Criteria for the Coolidge Award: The following ideas were presented by Board members.</p> <p>Serago suggested that the Coolidge Award should not be limited to AAPM members.</p> <p>Rudin pointed out that the last six winners were therapy physicists.</p> <p>Gray reviewed existing criteria and pointed out that many winners are charter members or former officers. He indicated that the</p>

	<p>Coolidge Award works for its intended purpose and we should leave it as is.  The Awards and Honors Committee sees the award as an award for an AAPM member.  The Coolidge award is meant for an individual who has achievements in education, research and service to the AAPM.  <b>Motion by Simpkin: Awards &amp; Honors Committee will not use the phrase “with specific emphasis on AAPM activities” to eliminate candidates for the Coolidge Award.</b>  <b>There was a second by Serago.</b>  Martin spoke against the motion using other organizations as examples.  Dawson sees no conflict between the Coolidge and Achievement Awards. Coolidge is better since it requires three areas of excellence.  Frey indicated that we are not critiquing the Awards and Honors Committee, but trying to examine criteria to determine if our awards are what we want. He would like to have some award for high scientific achievement.  Gray explained that the Achievement Award is designed specifically for that purpose.  Perhaps we should consider changing the name of the Achievement Award.  Weinhous suggested it should be named after an individual.  The Achievement Award has been given to twelve individuals over eight years.  Someone suggested putting the names of past Achievement Award winners in the program.  Herman indicated that the Coolidge Award IS different and we should treat it that way.  Niroomand-Rad suggested naming the Achievement Award the Marie Currie Award.  Giger proposed that the Achievement Award could be divided into three awards, with each new award named appropriately.  The Coolidge Award is intended for an individual who has illustrated exceptional strength in all three categories.  Serago asked to withdraw his second.  <b>The motion was withdrawn by Simpkin.</b>  Rudin asked why Achievement Award winners don’t speak at the Awards and Honors Ceremony.  Frey indicated that with “specific emphasis” could be changed to “national and international contributions”.  Pipman commented that both awards are for AAPM members only.  Gray responded that the Awards and Honors Committee may, on occasion, make recommendations to the Board for special recognition of a Member or non-member.  Frey proposed that this issue should go to Awards and Honors Committee for review.</p>
	<p>Concept of, and potential AAPM support for, Certificates of Added Qualification</p> <p>Palta explained that when the ABR and the ABMP merged their certifications, the ABMP could not decide what to do with certain certifications. They are now considering credentialing a new area of procedures; IMRT, mammography, brachytherapy, special procedures.  Mower does not support this.</p>

	<p>CAQ may not be best terminology.  Would credentialing be better?  Amols: how many physicists are interested in certificates, would it be viable?  Palta: several hundred in IMRT.  Weinhous: wouldn't ABR take over the specialty certification?  Palta: yes, this would be a short-term measure.  Weinhous: what if you build it and nobody comes?  Herman: it s a good role for ABMP as agreed to by AAPM.  Ritenour: who is interested in the credentials?  Palta: physicians are interested (radiation oncologists).  Gibbons: how popular are ABR CAQs?  HENDEE: ABR has CAQs in pediatrics, neuroradiology, interventional, and one other but they won't create any more.  Having a CAQ in IMRT may work to disenfranchise other physicists.  It is consistent with agreement with ABR and ABMP but may not be needed.  Curran: could it be blended with renewal of certification?</p>
B-512	<p>Categories (types) of AAPM membership and the sufficient and necessary qualifications for each</p> <p>Allison indicated that EXCOM is attempting to improve our membership processes as detailed on B-512.  Three categories of membership: full members, junior members, student members.  Martin clarified that an M.S. who goes into the workforce would be eligible for full membership.  Corresponding memberships remain unaffected.  Giger and Herman proposed that “primarily engaged in the practice of medical physics” be changed to “primarily engaged in medical physics”.  Boyer asked what the implication is for awards (travel awards, young investigator awards) within the AAPM. The awards would have to be adjusted to meet the membership types.  There is no connection between AAPM membership and ABR certification.  Weinhous explained that the intent is to allow those into the organization who are in a broad range of related fields.  There was discussion about student memberships. It was suggested that under student membership, the criteria for graduate students must be broader than “in medical physics training programs”.  Pipman suggested that some provision be made for part-time students for both junior members and student members.  White had several comments:  Full-time is a nebulous concept and requires better definition.  Time limits are necessary for student members.</p>

	<p>Consideration of exceptions for full membership on a case-by-case basis should be supported by language detailing how exceptions are determined on a case-by-case basis.</p> <p>Post-doctoral students in a training program should be differentiated from post-doctoral students working as research assistants. Myrianthopoulos pointed out that academic institutions have rules defining what constitutes a full-time student. It was pointed out that a four-year time limit for junior membership has been removed in the proposed membership structure. Allison clarified some points about the classes of junior and student membership. EXCOM will take feedback from the BOD and refine the proposal membership structure.</p>
	<p>Organization and Governance</p> <p>See B-515: AAPM Ad Hoc Committee on Organization and Governance; A White Paper; 28-July-2004  It is an attempt to solve the problems of the organization of the association.  Herman agrees that we should decrease the number of Board members, but thinks that a six-year term is too long.  Harper agrees with this proposal. Harper is concerned that the Northwest region might not be as strong as the other regions. Weinhaus assured him that we would attempt to make all the regions equally strong.  Bourland pointed out that the states are going to be very important in this because they are responsible for licensing.  Pipman thinks that it might be impossible to hold a New York meeting, if New York has to be one chapter.  There might not be a good solution for states with a small number of members, but we might be able to deal with this by combining chapter meetings.  Rudin is concerned that while New York state will have issues relating to state regulations, they will be outnumbered by the needs of the much larger population of the New York City area. Weinhaus explained that there can be subchapters of chapters.  The regions will be split within the entire world, and there needs to be discussion as to whether Canada would like to be split or part of one region.  Dawson asked if it might be better to keep the chapters as they are and restructure who can sit on the Board.  Frey explained that this has been brought to the Chapters at the Chapter Breakfast for consideration.  Narayana addressed participation and thinks the Great Lakes Chapter should remain its own chapter because it is very productive.  HQ is going to create a web forum for the Board to discuss this.  Giger brought up the idea of having chapters that are outside of the AAPM. She questioned the benefit to the chapter of being part of the AAPM.</p>
	<p>An AAPM position on keeping religion (Intelligent Design) out of science classrooms</p> <p>Many organizations have taken a formal position against supporting the teaching of Intelligent Design in science classrooms. Frey has received inquiries about this, but has not responded. AAPM could develop a policy regarding this. AAPM could also endorse the position of other groups that are already active in this. AAPM could choose not to address this.</p>

	<p>Pipman agrees that AAPM should also take a position against supporting the teaching of Intelligent Design in science classrooms. Marshall said that the AIP Board has entrusted AIP to get engaged in this issue to try to avoid school boards from taking inappropriate action in science education.</p> <p>Frey asked for a straw poll.</p> <ul style="list-style-type: none"> <li>Do nothing (0)</li> <li>Develop our own position (2)</li> <li>Join a coalition (the rest).</li> </ul> <p>AAPM will look for coalitions to join that are against supporting the teaching of Intelligent Design in science classrooms.</p>
	<p>Concept of Structured Mentorship as alternatives to a Medical Physics Residency (for possible recommendation to CAMPEP)</p> <p>Amols introduced the concept of Structured Mentorship as an alternative to a Medical Physics Residency. AAPM cannot do anything definitive beyond express an opinion and hope that the Boards and CAMPEP take it under advisement. Amols would like CAMPEP to alter the requirements for accreditation to include Structured mentorships such that individual medical physicists could apply to be accredited mentors. He is not suggesting that AAPM make the criteria or accredit anyone, just to recommend this concept to CAMPEP and the ABR.</p> <p>Harper questioned how structured mentorships would be handled by ABR, and Amols responded that it would be the decision of the ABR whether those individuals could take the Board exam.</p> <p>Herman thinks that AAPM needs to take a strong stance on the definition of a qualified medical physicist. This will have implications when the CARE Bill is passed.</p> <p>Amols brought up the issue of paying for the training of medical physicists.</p> <p>The Newsletter published an article saying that it is a goal that by the year 2012 it will be necessary to have graduated from a CAMPEP-accredited residency to sit for the Boards.</p> <p>Xia suggested that there should be guidelines on number of clinical hours required.</p>
	<p>Open discussion ended.</p>
	<p><b>President Elect's Report:</b></p>
	<p>Amols reviewed the recent membership survey and plans for analysis.</p>
	<p><b>Development Committee Report:</b></p> <p>Development Committee Report was given by Joel Gray.</p> <p><b>Motion: Postpone eight action items from Development Committee. (G-501 to G-508) to RSNA. There was a second.</b></p> <p><b>Motion carried unanimously.</b></p>
	<p><b>Education Council Report:</b></p>

	<p>Education Council Report was given by Herb Mower.  <b>Action item adopted in consent agenda (D-501).</b></p>
	<p><b>Professional Council Report:</b>  Professional Council report was given by Jerry White.</p>
	<p><b>Science Council Report:</b>  Science Council Report was given by Mike Herman.  <b>Two action items adopted in consent agenda (F-501a, F-501).</b></p>
	<p><b>Medical Physics Report:</b>  Orton presented the <i>Medical Physics</i> Report.</p>
	<p><b>Electronic Media Coordinating Committee:</b>  No oral report.</p>
	<p><b>Finance Committee Report:</b>  Giger presented the Finance Committee Report.  Giger reviewed the 2004 budget and the auditors' letter.  One of the suggestions from the audit was that the AAPM appoint an Audit Committee.  Frey will appoint an ad hoc committee: Pickens, Bourland, Gibbons, Pipman and Giger (non-voting).  <b>There was a motion to accept the report of the auditors. There was a second.</b>  <b>Motion carried unanimously.</b></p>
	<p><b>International Affairs Committee Report:</b>  Nirmand-Rad presented the International Affairs Committee Report.</p>
	<p><b>Investment Advisory Committee Report:</b>  No oral report.</p>
	<p><b>Journal Business Management Committee Report:</b>  Marshall presented Journal Business Management Committee Report.  JBMC will hold a meeting in October, and intend to do some very focused long range planning. Marshall will bring that as a briefing package to the Board at the RSNA.  After 2004 JBMC will decide whether or not to maintain the arrangement with the AIP at the end of 2005.  <b>Action item adopted in consent agenda (G-597).</b></p>
	<p><b>Meeting Coordination Committee Report:</b>  Curran presented the Meeting Coordination Committee Report.  Action item on G-602 adopted by EXCOM and given to HQ for implementation.  <b>Action item on G-603a adopted in consent agenda.</b></p>
	<p><b>Membership Committee Report:</b></p>

	No oral report
	<b>Publications Committee Report:</b> Dawson presented Publications Committee Report.
	<b>Regional Organization Committee Report:</b> No oral report.
	<b>Rules Committee Report:</b> Marshall presented Rules Committee Report. Some By-Laws amendments that were brought to the Board at RSNA have been deferred because of the possibility of restructuring of membership categories. <b>Four action items were adopted in consent agenda (G-627 to G-630).</b> <b>Five by-laws amendments were deferred pending the outcome of revision of the membership structure.</b>
	<b>Secretary's Report:</b> Allison gave the Secretary's Report. Election results: President-Elect E. Russell Ritenour  Board Members-at-Large (alphabetical order) J. Ed Barnes Dianna D. Cody Willi A. Kalender Matthew B. Podgorsak First alternate: Chester R. Ramsey Second alternate: Per H. Halvorsen Results of 13 on-line Board votes were documented (H-6) <b>The minutes of the December 3, 2003 Board of Directors Meeting were approved in the consent agenda (H-17).</b>
	<b>Treasurer's Report:</b> Giger gave treasurers report. Giger reviewed Power Point summary on G-537 to G-542.
	<b>Executive Director's Report:</b> Keyser gave Executive Director's Report. Keyser acknowledged AAPM staff (applause).
	<b>Liaison Reports:</b>

	None present
	<p><b>Old Business:</b> None</p>
	<p><b>New Business:</b>  Professional Information Survey: There was a discussion of the quality of the current professional information survey. Frey reported hearing a wide variety of opinions on this topic. He has used it to get increases in salaries at his institution. Allison echoed Frey's comments. Herman's institution won't accept it because it is self reported and unsubstantiated. Serago concurred with Herman. Harper thinks that this survey underestimates salary. Ritenour pointed out that some societies ask for a copy of tax returns. Dawson is concerned about the reporting of salaries for physicists with no experience. AIP reported that the number of members who respond that have less than two years of experience has been decreasing. Dawson does not think this is accurate for starting salaries. White reported that he and Dawson have discussed having this reviewed by PUBCOM and the Professional Services Subcommittee. There have been two attempts to have the AAPM Salary Survey validated. There will be another proposal to the Board by the Professional Services Subcommittee to validate the survey at some point. Meigooni mentioned that some junior physicists at his institution are making almost as much money as he is. Bourland suggested that AAPM might be able to compare its information with that of the AAMC. Amols believes that salaries are underreported. He thinks that junior members make mistakes on their number of years of experience.</p> <p>Further discussion on reorganization: Mower pointed out that the membership, according to the membership survey (Table 24), is not in favor of electing all its Board members regionally. Amols thinks that the new chapter/region structure would alleviate that problem. Mower thinks it will hurt the association. Harper agrees with the recommendation for reorganization. Bourland reported that ASTRO went to a very streamlined approach.</p> <p>CARE Bill: What is the possible outcome of the CARE Bill? Professional Council believes that in the fall it will go to the House to be reviewed, but will not go to the Senate this year. Next year it will probably move through the House. Draft regulations are being rewritten in hopes that it will eventually pass. There is some flexibility for the states in licensing in the bill. The less flexibility the states have, the harder it will be to get the bill passed.</p>
	<p><b>There was a motion to adjourn. The motion was seconded.</b>  <b>Motion carried unanimously.</b>  Meeting adjourned at 5:35pm.</p>