

ACCTMTH Subgroup
(American Committee on Clinical Tropical Medicine and Travelers' Health)

Annual Business Meeting Minutes

Tuesday, November 15, 2016; 3 – 4:05 p.m.
ASTMH 65th Annual Meeting
November 13-17, 2016
Atlanta Marriott Downtown
Atlanta, Georgia, USA

President: Duane Hospenthal, MD, PhD, FASTMH
Secretary/Treasurer: Latha Rajan, MD, MPH&TM, FASTMH

1. The meeting was called to order by ACCTMTH President, Duane Hospenthal.
2. The 2015 ACCTMTH business meeting minutes were approved.
3. Election results. President Duane Hospenthal reviewed the 2016 election results:
 - a. David Brett-Major was elected president-elect (president 2017-2018)
 - b. Janine Danko was elected to council for a 3-year term.
 - c. Thanks were offered to Outgoing Councilor Walter "Ted" Kuhn and outgoing Past-president Susan McLellan
4. Annual Report (presented by President Duane Hospenthal)
Activities discussed included:
 - a. Ongoing support of the Student Trainee Leadership Group
 - b. Change in support of Benjamin Kean Traveling Fellowship
 - c. Clinical Group Listserv. Special thanks given to Bobbi Pritt and David Freedman for their contributions.
 - d. Elsevier-ASTMH Clinical Research Award
 - e. Developing written guidance for CG Executive Council member roles
 - f. Suggestion of new Clinical Group awards
 - g. Suggestion of development of pre-travel course
5. Update on the Student Trainee Leadership Group Activities (presented by Sarah Labuda)
 - a. Seven students active with communications over conference call & email.
 - b. Current activities include social media presence, speed networking event with clinicians, happy hour for trainees/students.
 - c. Future plans for "Meet the Expert" webinar events, compiling resources for clinical opportunities, cooperative events with global health student group, consideration of a future student-led symposium.
6. Elsevier-ASTMH Clinical Research Award winners (presented by Pat Joyce)
 - a. Awards are 1st place (\$500); 2nd place (\$300) and 3rd place (\$200)
 - b. Annual judged competition for clinically oriented research based on quality, originality and student's contribution
 - c. The Judges this year - Duane Hospenthal, Latha Rajan, Miguel Cabada – were thanked.
 - d. 2016 Awardees
 - First place, Edward Smith, NMRU-6, Peru
 - Second place, Ruwandi Kariyawasam, University of Toronto
 - Third place, Obadia Kenjii, University of Hawaii
 - e. Thanks were given to Elsevier for their contributions
6. Secretary -Treasurer's report (presented by Latha Rajan)
 - a. Reminder about the change in fiscal year. Finances reviewed were end of last FY (July 1, 2015 to June 2016).
 - b. Change in Management group from Sherwood to Kellen Group during previous fiscal year.
 - c. Funds for CG are from membership dues, interest on parent council designated funds, and restricted funds.
 - d. Approximately 445 members, of which 358 are renewals and 87 are new members.
 - e. Of the 445 members in 2016-17 cycle, 189 are nonpaying. Although the number of paying members to date are 256, this number is expected to increase since we are less than halfway through the new fiscal year.
 - f. New member breakdown is Postdocs (35), students (36) and regular members (16).
 - g. The practice of half of dues (\$15) being transferred to Ben Kean funds, has been discontinued. This has freed up some liquid funds which the CG council is deliberating on how best to use.
7. Ben Kean Travel Fellowship update (presented by Chandy John)
 - a. Committee members and staff thanked.
 - b. The new Committee Chair is Desiree LaBeaud
 - c. Kean fellows receive one year complimentary ASTMH membership and are encouraged to attend annual meeting. Registration is complimentary.
 - d. Funds are up and down with some years being good and some not. They are working to ensure that endowment will not go below \$1 million
 - e. 33 applications this year. 22 awarded, 20 accepted.
 - f. Ongoing initiative to track past Kean fellows as future leaders of ASTMH.
8. Standards and Treatment Guideline Committee (presented by Naomi Aronson)
 - a. Clinical Practice Guidelines between IDSA and ASTMH
 - b. Leishmaniosis guidelines to be published in upcoming Clinical Infectious Diseases issue
 - c. Neurocystocercosis guidelines likely to be published in 2017
9. Certification Exam (CTropMed®) Committee update (presented by Susan McLellan)
 - a. 135 applicants registered and paid fees to take the exam
 - b. 128 reported for and took the exam

- c. 12 of the 135 were from the practice pathway; unclear if any of these 12 were among the 7 that did not appear for the exam
 - d. The number of test takers for the previous offering of the exam was the same, with 128 test takers (79% passed). For that exam, 9% were from the practice pathway. The practice pathway exam takers had higher pass rate, unlike in previous years.
 - e. Next exam will be held in New Orleans, 2018
10. Clinical Group Educational Oversight Board/search for "Education Czar" (presented by Duane Hospenthal)
Applications are being reviewed currently.
 11. Demise of John "Jack" Woodall (presented by David Freedman)
The passing of Jack Woodall is a big loss to our community. Jack was an eminent Virologist. Among his many accomplishments were the facts that he was a founder of ProMED mail, he was a tireless worker and he published a number of articles with other CG members
 12. Meeting Closure and Transfer of Authority
 - a. President (2015-2016) Duane Hospenthal transferred authority to the incoming President John Sanders (2016-2017) with the symbolic passing of the gavel.
 - b. President John Sanders closed the meeting.

ACCTMTH Subgroup
(American Committee on Clinical Tropical Medicine and Travelers' Health)

Annual Business Meeting Minutes

Monday, October 26, 2015

10:15 a.m. – Noon

Philadelphia Marriott Downtown

Philadelphia, Pennsylvania, USA

President: Susan McLellan, MD, MPH, FASTMH

Secretary/Treasurer: Beth Kirkpatrick, MD, FASTMH

1. The meeting was called to order by ACCTMTH President, Susan McLellan
2. The 2014 ACCTMTH business meeting minutes were approved.
3. Election results: Susan McLellan reviewed the 2015 election results:
 - a. John Sanders was elected president for 2016-2017
 - b. Latha Rajan was elected secretary/treasurer for a 3 year term
 - c. Miguel Cabada was elected to council for 3 year term.
 - d. Thanks were offered to outgoing Past-President, Richard Oberhelman as well as outgoing councilor, Brett Hendel-Paterson and Secretary-Treasurer, Beth Kirkpatrick.
4. Annual Report, presented by President Susan McLellan
 - a. Activities discussed included:
 - i. Ongoing support of the Student Trainee Leadership Group
 - ii. Clinical Group Listserv. Especial thanks given to Bobbi Pritt and David Freedman for their contributions.
 - iii. Zaiman slide collection
 - iv. Elsevier-ASTMH Clinical Research Award
 - v. Clarifications of Councilor Roles
5. Update on the Student Trainee Leadership Group Activities (Sarah Labuda)
 - a. Seven students active with communications over conference call, email.
 - b. Current activities include social media presence, speed networking event with clinicians, happy hour for trainees/students.
 - c. Future plans for "Meet the Expert" webinar events, compiling resources for clinical opportunities, cooperative events with global health student group, consideration of a future student-led symposium.
6. Elsevier-ASTMH Clinical Research Award Winners (Pat Joyce)
 - a. Awards are 1st place (\$500); 2nd place (\$300) and 3rd place (\$150).
 - b. Annual judged competition for clinically oriented research based on quality, originality and student's contribution.
 - c. Thanks were given to the award judges: David Diemert, David Hill, Ken Kester, Latha Rajan.
 - d. 2015 Awards:
 - i. First place, Rahajeng Tunjungputri (Center Tropical and ID, Indonesia). Leptospirosis and Thrombocytopenia
 - ii. Second, Sarah Boudova (UMD), Maternal malaria and risk of infant malaria
 - iii. Third place: Ross Boyce, MGH. Rapid Diagnostic tests for Malaria, Western Uganda.
 - e. Thanks were given to Elsevier for their contributions
7. Treasurer's report given by Beth Kirkpatrick
 - a. New Fiscal year. Finances reviewed were end of last FY (June 2015)
 - b. Change in Management group from Sherwood to Kellen
 - c. ACCTMTH funds are stable with council-designated funds stable around 87K and end-of year total budget of 120K (not all is liquid). One restricted fund for lectureships, Marcolongo continues
 - d. Funds currently used are from membership dues (298 members, half of dues (\$15) currently given to Ben Kean budget); interest on parent council designated funds, and restricted funds.
 - e. Ongoing discussion on optimal use of funds, including removal of donation to Ben Kean budget.
 - f. Approximately 298 paying members, with an equal number of non-paying members (students)
8. Kean Fellowship, reviewed by Chandy John
 - a. Committee members and staff thanked.
 - b. 48 applications this year. 22 awarded, 22 accepted. 16 schools represented in winners
 - c. Given strong budgets (1.2 million, funds used from interest), hasn't needed support from parent society for 3 years.
 - d. Kean fellows receive one year complimentary ASTMH membership and are encouraged to attend annual meeting. Registration is complimentary.
 - e. Ongoing initiative to track past Kean fellows as future leaders of ASTMH.
 - i. 74% still in Tropical Medicine/Global Health
 - ii. 94% believe the Kean fellowship helped their career
9. Courses Committee, reviewed by Christina Coyle and Michael Libman
 - a. Clinical Course:
 - i. Focusing updates on topics (2015, Malaria)
 - ii. Most recent course (2015), 108 participants, standing room only!
 - iii. An opportunity to encourage membership in the CG
 - b. Update Course
 - i. Looking for a new venue (currently given at hotel near airport)
 - ii. In 2017 will pair with North American Refugee conference (Toronto)
 - c. Dr. Libman notes efforts to avoid overlap with courses proposed.

10. Program Committee, reviewed by Susan McLellan for Elizabeth Barnett
 - a. Reviewed regular symposia abstracts submitted/accepted (n=68: 14 oral, 54 poster)
 - b. Symposium: 15 submitted, 9 accepted.
11. Standards and Treatment Guideline Committee (Ed Ryan)
 - a. Reviewed partnership with IDSA to write, review and publish guidelines
 - b. In 2016, Leishmania and Cysticercosis (in *Clinical Infectious Diseases* journal)
 - c. Committee members thanked.
12. Certification Exam Committee, Susan McLellan
 - a. On 11/1/2014, 128 took the exam: 116 on diploma path, 12 on practice path. 79% passed
 - b. Thanks was given to Diploma course committee
 - c. Next exam in Atlanta, 2016
13. Blue Ribbon Panel (BRP), reviewed by Susan McLellan for Bill Stauffer
 - a. Formal review of the Accreditation process for Diploma Courses, the Update Course, and the Certification Exam.
 - b. Conclusions reaffirmed value of the courses and exam
 - c. Suggestion for a Clinical Education committee under oversight of an "Education czar" administrative staff. Details TBD. The CG council is very interested in having this committee subsumed under the CG oversight and will discuss this with the parent council/ASTMH leadership.
14. New Business:
 - a. Discussion on the confusing abbreviation, ACCTMTH, should it be revised for clarity? Tabled for discussion in council.
 - b. Discussion on re-energizing Listserv
 - c. Discussion on ways to increase membership and value of CG to members.
15. Closure and Transfer of Authority
 - a. President (2014-2015) Susan McLellan transferred authority to new president 2015-2016, Duane Hospenthal.
 - b. The gavel was passed
 - c. President Hospenthal closed the meeting.

CLINICAL GROUP OFFICERS 2017

Name	Title	Term Expires
John Sanders	President	2017
David Brett-Major	President-Elect	2017
Duane Hospenthal	Past President	2017
Latha Rajan	Secretary-Treasurer	2018
Frederique Jaquierioz	Councilor	2017
Miguel Cabada	Councilor	2018
Janine Danko	Councilor	2019

CLINICAL GROUP OFFICERS 2016

Duane Hospenthal	President	2016
John Sanders	President-Elect	2016
Susan McLellan	Past President	2016
Latha Rajan	Secretary-Treasurer	2018
Walter (Ted) Kuhn	Councilor	2016
Frederique Jaquierioz	Councilor	2017
Miguel Cabada	Councilor	2018

CLINICAL GROUP PAST OFFICERS

NAME	YEARS
<u>President</u>	
Duane Hospenthal	2016
Susan McLellan	2015
Richard Oberhelman	2014
M. Patricia Joyce	2013
David Hamer	2012
Philip Coyne	2011
William Stauffer	2010
Joe Vinetz	2009
Alan Magill	2008
Anne McCarthy	2007
J. Dick MacLean	2006
David Freedman	2005
Richard D. Pearson	2002-2004
David R. Hill	2000-2002
A. Clinton White	1998-2000
Steve Hoffman	1996-1998
Frank J. Bia	1994-1996
Len Marcus	1992-1994
Jay S. Keystone	1990-1992
Elaine Jong	1988-1990
<u>Secretary-Treasurer</u>	
Paul Southern	2009-2012
M. Patricia Joyce	2006-2009
Jan Evans Patterson	2003-2006
David R. Shlim	2000-2003
Vernon Ansdell	1997-2000
David Freedman	1994-1997
Barbara Herwaldt	1991-1994
Murray Wittner	1988-1991
<u>Councilor</u>	
Jason Maguire	2009-2012
Elizabeth Barnett	2007-2010
Eric Houpt	2006-2009
Bradley Connor	2005-2008
Alan Spira	2004-2007
Philip E. Coyne, Jr.	2003-2006
M. Patricia Joyce	2002-2005
Kenneth R. Dardick	2003-2004
Claire Panosian	2001-2004
Martin Cetron	2000-2003
Philip Fischer	1999-2002
Monica Parise	1998-2001
Victor Kovner	1998-2000
A. Clinton White	1997-1998
Douglas MacPherson	1996-1999
Jan Evans Patterson	1995-1998
Thomas Strickland	1994-1997
Phyllis Kozarsky	1994-1996
Frank Bia	1993-1994
David Hill	1992-1995
Marty Wolfe	1991-1994
Ralph Bryan	1990-1993
Len Marcus	1989-1992
Bob Goldsmith	1989-1991
Michele Barry	1989-1990

CLINICAL GROUP (AMERICAN COMMITTEE ON CLINICAL TROPICAL MEDICINE AND TRAVELERS' HEALTH)

CONSTITUTION AND BYLAWS OF THE CLINICAL GROUP

ARTICLE I

NAME AND PURPOSE

Section 1

This organization shall be called the American Committee on Clinical Tropical Medicine and Travelers' Health (ACCTMTH). In most instances, it will be referred to as the "Clinical Group."

Section 2

The purposes of this organization shall be to promote the clinical aspects of tropical medicine, medical parasitology and travelers' health.

ARTICLE II

MEMBERSHIP

Section 1

There shall be three classes of members: active, honorary and student.

Section 2

Active members will be those individuals who are members of the American Society of Tropical Medicine and Hygiene (ASTMH), who are actively engaged in, or interested in, clinical aspects of tropical medicine, medical parasitology and/or travelers' health.

Section 3

Students within the biomedical sciences who have an interest in clinical areas of tropical medicine, medical parasitology, and/or travelers' health may become student members. They shall have all the privileges of membership except voting and holding office.

Section 4

Honorary members shall be nominated by a two-thirds vote of the council and approved by at least two-thirds of members' casting votes. Honorary members will be individuals outside this organization recognized for their outstanding contributions to clinical tropical medicine and travelers' health. They shall have all the privileges of membership except voting and holding office.

ARTICLE III

OFFICERS

Section 1

The officers of the organization shall be a President-Elect, President, and Past President, Secretary/Treasurer and three

Councilors. Any active member in good standing is eligible for election to office. The officers shall constitute the council, in which the government of the organization shall be vested.

The President-Elect, President and Past President shall each serve terms of one year in succession. The Secretary/Treasurer and the Councilors will be elected for a term of three years. Terms of office in the organization shall begin at the close of the annual meeting at which the officers were declared elected. Officers may run for and serve consecutive terms.

If the presidency becomes vacant, the President-Elect shall become the President for the remainder of the unexpired term. The President may fill vacancies among the Councilors by appointing Councilors from the active membership to serve until the missing Councilor returns to office or through the remainder of the absent Councilor's term, if return to office is not possible. If the Secretary/Treasurer is unable to complete his/her term, the President will appoint a replacement from the active membership or Councilors to serve until the next annual meeting when a new Secretary/Treasurer will be elected.

Section 2

The duties of the President shall be those regularly devolving on the chief executive officer. He/she shall preside at subcommittees as provided in the bylaws.

Section 3

The Secretary/Treasurer and/or Secretariat of the ASTMH shall be the custodian of all records of the Committee. They shall handle the business and finances of the committee and shall submit an annual financial report.

The Secretary/Treasurer and/or Secretariat of the ASTMH shall be responsible for mailings to members, including mailing of ballots and other business matters. The Secretary/Treasurer shall preside over the Committee in the absence of the President.

Section 4

Council shall annually appoint a nominating subcommittee consisting of five active members. No more than three of those members may be current members of Council. A slate of candidates for offices to be filled at the next annual meeting shall be submitted by mail and/or electronic mail no later than two months prior to the next annual meeting. Members may submit themselves or suggest other active members as candidates to the Chairman of the nominating committee, but the nominating committee will not be obligated to put such individual(s) on the slate unless there is a supporting petition from three active members in addition to the individual proposed.

Election for each office shall be by secret mail and/or electronic mail ballot and determined by majority vote (or by the greatest number of votes if more than two candidates). Mailing and counting ballots shall be the responsibility of the Secretary/Treasurer and/or Secretariat of the ASTMH. The results of voting will be announced in a Newsletter and at the next annual meeting.

ARTICLE IV

AMENDMENT OF CONSTITUTION

Section 1

Amendments to this constitution and bylaws may be adopted on approval by a majority of the ACCTMTH council and upon a two-thirds affirmative vote of ballots cast subject to the following conditions:

- a) The proposed amendment must be in writing and signed by at least three members of the Committee.
- b) The signed proposed amendment must be in the hands of the Secretary/Treasurer and/or Secretariat of the ASTMH before the annual meeting of the Committee.
- c) Voting of proposed amendments by the active members will be done by mail and/or electronic mail, except as provided in section 1d, below. The mailing and counting of ballots shall be the responsibility of the Secretary/Treasurer and/or Secretariat of the ASTMH. Results of balloting will be announced at or before the annual meeting following the vote.
- d) If at least 25 percent of active members are present at an annual meeting, a majority of those present can require a vote on a Council-approved amendment at that meeting. The amendment can be passed by two-thirds of ballots cast.

ARTICLE V

COUNCIL FUNCTION

The Council shall manage the Committee's affairs and direct its business. It shall initiate, coordinate and terminate the work of the subcommittees. It shall have the power to approve the expenditure of funds and establish an annual budget for the Committee.

ARTICLE VI

MEETINGS

The Committee shall meet annually for business and scientific sessions. The business meeting and at least one scientific meeting will be held in conjunction with the annual meeting of the ASTMH.

In addition, Council may call for other scientific sessions for purposes of continuing medical education. Council will determine the time and place of such additional meetings.

In the conduct of business sessions, Robert's Rules of Order shall be the guide. At the beginning of each session, the President shall appoint a member to serve as parliamentarian. Minutes will be recorded and maintained by the Secretary/Treasurer.

ARTICLE VII

SUBCOMMITTEES

The President shall appoint annually a Program Chairman who should work cooperatively with the program committee of the ASTMH. With approval by a majority of council members, the President may create and appoint ad hoc subcommittees, as needed.

ARTICLE VIII

DUES

Dues may be assessed and changed by a majority vote of the ACCTMTH Council, subject to approval by a majority of active members voting. A quorum of twenty percent of active members may be called and required for that vote.

ARTICLE IX

ADVISORY SUBCOMMITTEES

The Past Presidents of this organization will collectively form an advisory subcommittee. This subcommittee may bring matters to the attention of Council and advise it on matters it is considering. However, neither the advisory subcommittee nor its members, except for the immediate Past President, will have a vote in Council affairs, unless the member has been re-elected as an officer of ACCTMTH.

AMENDMENT 1 (18 NOV, 1992)

A condition of active membership will be payment of dues.

AMENDMENT 2 (30 NOV, 1992)

Council shall annually appoint a nominating subcommittee consisting of five active members. No more than three of those members may be current members of Council. A slate of candidates for offices to be filled at the next annual meeting shall be submitted by mail and/or electronic mail no later than two months prior to the next annual meeting. Members may submit themselves or suggest other active members as candidates to the Chairman of the nominating committee, but the nominating committee will not be obligated to put such individual(s) on the slate unless there is a supporting petition from three active members in addition to the individual proposed.

Election for each office shall be by secret mail and/or electronic mail ballot and determined by majority vote. Mailing and counting ballots shall be the responsibility of the Secretary/Treasurer and/or Secretariat of the ASTMH. The results of voting will be announced in a Newsletter and at the next annual meeting.

Revised: 8 October 2004