

**AMES Meeting of May 18, 2015**  
**Minutes**

Members present: Conrad Clemens, Ed French, Paul Gordon, Kevin Moynahan, Art Sanders, Paul St. John (Chair), Marc Tischler.

Resource: Bryna Koch (OMSE)

The meeting started at 8:00 am.

1. Paul St. John provided an update on the budget for 2014-15. A review of the AMES accounts showed that several AMES research grants that were awarded as far back as 2010-11 still had funds outstanding (unspent). One of the PIs had retired and at least one or two others had left the UA. St. John announced that he has been working with the accountants for the AMES accounts to sunset those open awards. PIs of grants awarded before 2014-15 were notified that their grants would terminate on June 30, 2015. Several asked for extensions until December 31, 2015, and St. John approved those. Grants whose PI did not reply or ask for an extension will end on June 30. St. John reminded AMES members that the committed funds from any terminated grants would return to the dean's office, not to AMES.

St. John announced that there was still \$9,281 uncommitted in the 2014-15 AMES budget as of the date of the meeting. St. John reported that Molly Cooke, MD, the former chair of the Academy of Medical Educators at UCSF, had declined his invitation to speak at our upcoming Medical Education Research Day, referring to the fact that she was no longer the AME chair, and that the current AME chair had not replied to the email. With less than a month until the Research Day, St. John suggested not inviting anyone as keynote speaker this year. Members agreed. St. John reminded members that unspent funds from this year's budget would not be "rolled forward," i.e., would not be added to next year's budget.

2. Paul St. John reminded members of the date and time of this year's Medical Education Research Day: Wednesday, June 17, 12:30-2:30 pm, in Kiewit Auditorium. St. John urged AMES members to attend and to present any of their own work appropriate to the meeting. St. John and Bryna Koch suggested a plan to recognize the top three posters at the Research Day with \$25 gift certificates from the UA Bookstore, and for AMES members to select the winning posters. Members discussed other possible awards for the PIs of the winning posters, including a commitment of travel funds to attend an education-related conference in 2015-16, but after discussion agreed to award the gift certificates. Paul St. John will purchase the certificates.

3. Members discussed planning for future AMES activities. Paul St. John proposed forming ad hoc subcommittees to draft proposals in three areas: 1) How to use the funds in the AMES budget. 2) Categories of AMES membership and related topics such as expectations for AMES members. 3) Ways for AMES to take a more prominent role in the COM ("Marketing"). Every member present volunteered to serve on a subcommittee, as follows:

Budget planning: Art Sanders, Conrad Clemens, Paul St. John

Membership: Marc Tischler, Paul Gordon, Paul St. John

Marketing: Kevin Moynahan, Ed French, Paul St. John

Paul St. John stated he would invite members not present at the meeting to join subcommittees.

Subcommittees will be asked to meet once or twice during the summer to draft proposals and then to present those to the whole AMES membership at the August meeting.

4. It will be necessary to select a meeting time(s) for 2015-16. Paul St. John stated he would poll members about regular meeting times.

5. The last item of business was a funding request from Paul St. John and Bryna Koch for \$3,500 to fund a Health Sciences Reasoning Test for first-year students. The proposal was included in the meeting packet. St. John asked Art Sanders to chair the discussion of that item after St. John and Koch left the room. Sanders later notified St. John and Koch that their proposal was unanimously approved.

The meeting adjourned at 9:00 am.

*Submitted by Paul St. John (Chair)*