

Agenda
Executive Committee
AANS/CNS Joint Section on Disorders of the Spine and Peripheral Nerves
Disney Yacht Club
Wednesday February 27, 2002

Call to order	P. McCormick
Approval of minutes (10/1/01)	N. Baldwin 1-4
Treasurer's Report	R. Rodts 5-9
Old business	
Decade of the Spine Meeting (World Spine)	E. Benzel
Joint Section Research Endowment	C. Dickman
SPORT study	P. McCormick 10-11
Liason report	
AANS Liason to Joint Section	V. Sonntag
Committee reports	
Washington committee/ FDA issues	R. Fessler
Publications Committee	V. Traynelis 12-15
Research Committee	M. Fehlings/J. Hurlbert
2001 annual meeting	R. Heary
2002 annual meeting	R. Heary/J. Alexander
Exhibits and marketing	R. Haid/ M. McLaughlin
Education Committee	R. Heary
Future sites	S. Papadopoulos
Membership committee	C. Lauryssen
Nominating committee	V. Traynelis
Newsletter	J. Hurlbert
Rules and Regulations	D. DiRisio 16-17
Web site	A. Levi
Awards committee	T. Ryken 18-23
Coordinating committee	Z. Gokaslan
Guidelines committee	T. Ryken
Outcomes committee	P. Gerszten
CPT committee	J. Piper/G. Przybylski 24-26
P.A.C. Representative	S. Ondra
Public relations	G. Pait
Committee structure	N. Baldwin 27-28
New business	P. McCormick
Appendices	
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Duties and charges of committees	40-47
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Minutes of the Executive Committee Meeting
CNS/AANS Joint Section on Disorders of the Spine and Peripheral
Nerves
San Diego Marriott Hotel, San Diego, CA
Monday, October 1, 2001

Dr. McCormick called the meeting to order.

Members present: Dr. McCormick, Dr. Dickman, Dr. Baldwin, Dr. Alexander, Dr. Branch, Dr. Midha, Dr. Hurlbert, Dr. Haid, Dr. Heary, Dr. Gokaslan, Dr. Gerszten, Dr. Benzel, Dr. Przybylski, Dr. Rodts, Dr. Papadopoulos, Dr. Levi, Dr. Ryken, Dr. Sonntag.

Guests present: Mr. Ron Engelbreit (AANS accountant) Ms. Susan Eget (AANS) Dr. Hadley, Dr. Walters.

The minutes of the previous executive committee meeting (4/23/01) were approved.

Dr. Rodts and Mr. Engelbreit presented the financial report. Copies were provided to the executive committee members. They reported the new investment firm is now managing 15% of the 60% of the Section's assets that are in high-liquidity vehicles. The strong track record of the firm is felt to warrant this action. Performance is being closely monitored.

Dr. McCormick added that there are some changes underway at the AANS office regarding accounting for office time and service charges. The AANS claims that in the past duties were being done and not appropriately accounted and that resulted in under billing of the joint sections for services received. They claim that the new increases in overall charges do not reflect changes in service but rather more accurate billing. Dr. McCormick charged each of the organizers of the upcoming annual meeting to very closely evaluate costs and to look for ways to generate additional savings to the organization if opportunities presented themselves. Dr. Haid offered to be involved with arranging sponsorship for food and beverage affairs. Dr. Rodts added that along with other budgetary issues of the past year, two years worth of fellowship grants were paid out of the budget of the past year. Apparently the grant from the previous year had not been paid and so numbers from the preceding year appeared artificially strong and it added to the overall weak performance of the Section finances in the past year.

Dr. McCormick then presented issues regarding the Washington committee. The executive committee, as a whole, voiced strong support for the efforts of the Washington committee. Dr. Heary made a motion for a contribution in the amount of \$25,000 to the Washington committee. The motion passed unanimously.

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Dr. Benzel presented an update on the progress regarding the Decade of the Spine. A logo has been selected and the committee is moving forward in organizing the separate initiative of the World Spine meeting. World Spine II will probably occur late in the summer of 2004. The meeting is planned for Chicago, probably in the month of August.

Dr. Hadley discussed the guidelines on management of spinal injury. This is a spine section initiative and the joint section will retain ownership of copyright. The original budget provided to Dr. Hadley's committee was \$48,000. \$15,000 was earmarked for publication. The operating budget of the committee has maintained a \$3,000 residual balance and in addition to the money budgeted for publication, this leaves \$18,000 available for publication. The guidelines are planned for a publication as a supplement to neurosurgery in early 2002. Dr. Haid rendered a motion to accept the guidelines as proposed. The motion passed. The committee was strongly supportive of the guidelines effort and all feel that this is perhaps the most important effort undertaken by the joint section to date. The motion was then made to allot up to \$100,000 for the publication and distribution of the guidelines. That motion passed as well.

Dr. John Hurlbert was charged by Dr. McCormick to explore the available means to offset costs of publication. The committee rendered a consensus that a sponsor page that would simply list corporate sponsors who have helped to produce the publication would be included. Dr. Haid will assist Dr. Hurlbert in recruiting sponsorship for the guidelines effort. A motion was made to seek unrestricted educational grants and form a committee to oversee the grant recruitment efforts in addition to distribution of the educational document. The motion passed. Dr. Hurlbert will spearhead that effort with Dr. Haid's assistance.

Some discussion was held regarding the accreditation of spine surgery fellowships. Program requirements are reported listed on the senior neurosurgeon society website. In short, it was felt that this was a done deal and that input from the joint section had not been as extensive as was hoped earlier. Specifically the committee voiced objection to approval of fellowship experiences of less than one year. Others voiced objection to the institutional requirement issues. No action was taken on the issue.

Dr. Dickman then reported on the efforts to establish a research endowment. The effort is underway to define how the research endowment will be administered and by what mechanism. Some of these issues will be the subject of some proposed rules changes.

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Dr. Duresio will author the proposed rules change to be voted upon in February at the annual meeting.

Dr. Papadopoulos then gave the future sites report. The 2002 meeting will be held at the Orlando Yacht Club. The 2003 meeting will be at Saddlebrook Resort near Tampa and the 2004 meeting will likely be held at the San Diego Marriott Hotel.

Dr. Sonntag reported on activities of the AANS as they pertain to the joint section. Specifically he discussed the issue of recertification and he is actively seeking questions for the recertification exam.

Dr. Dickman then delivered the nominating committee report. The nominee for member-at-large is Dr. Ron Apfelbaum. The nominee for chairman-elect is Dr. Regis Haid. A motion was made to accept this slate and this passed. Dr. Gerszten then presented the outcomes report. He is in the process of forming a spine outcomes consortium which would incorporate outcomes research into a multicenter trial format. Further information will be presented at the upcoming annual meeting.

Research committee: No report.

Dr. Heary delivered the annual meeting report. The economic concerns remain substantial. In view of the September 11th tragedy, committee members are paying particular attention to their numbers for the upcoming meeting and they will continue to do so.

Dr. Haid delivered the exhibits report. He presented a review of the exhibits budget which appears to be one of the healthy areas of the joint section financial picture. Efforts are also underway as described above to seek sponsorship for food and beverage events.

Dr. Heary then delivered the education committee report. The presentation at the AANS for the joint Section afternoon will include six invited talks and one symposium.

Newsletter: No report.

Dr. Ryken then presented the awards report. The winner of the Cloward award is Langston Holly from UCLA. Dr. Holly will travel to Memphis to work with Drs. Foley and Smith. The probable Mayfield award winner is Keton Bulsara from Duke. There were some issues surrounding Dr. Bulsara's eligibility for the award and these issues were being clarified at the time of the meeting. An update will be presented at the annual meeting.

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Dr. Gokaslan then presented the coordinating committee report. He presented samples of the advertisements he has prepared for the solicitation of proposals and applicants for joint section fellowships and awards. The committee voiced strong approval for the efforts made by Dr. Gokaslan. He will move forward with the placement of the ads.

Dr. Przybylski then presented the CPT report. He reported that on anterior spinal approaches, one can now use the 62 modifier on not only the primary level but when additional levels are operated, the 62 modifier is appropriate for the additional level codes.

Dr. Midha then presented the peripheral nerve task force report. He reported that the initial response to the peripheral nerve survey had been strong and that good data was being collated from the responses. He will report further at the next meeting of the committee.

Dr. Levi then presented the website report. He has revamped the website now to include a job search site. The site offers the ability for members to amend their own data on the website and perform such tasks as address changes and so forth. He is eager to proceed with adding the spinal injury guidelines to the website.

A motion was then made to adjourn. The motion was accepted.

Treasurer

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AANS/CNS Section on Disorders of the Spine
Statement of Financial Position
As of January 31, 2002

	<u>Current Year</u> 01/31/02	<u>Prior Year</u> 01/31/01
ASSETS		
Checking & Short Term Investments	\$610,326	\$529,130
Accounts Receivable, net of Allowance for Uncollectible Accounts	49,565	68,725
Prepaid Expenses		215
Long-Term Investment Pool, at Market	546,749	558,509
TOTAL ASSETS	<u><u>\$1,206,640</u></u>	<u><u>\$1,156,580</u></u>
 LIABILITIES AND NET ASSETS		
Liabilities		
Due to/From AANS		3,923
Deferred Dues	52,663	52,983
Total Liabilities	<u><u>\$52,663</u></u>	<u><u>\$56,906</u></u>
Net Assets		
Unrestricted	\$917,349	\$934,961
Net Revenue (Expense)	236,628	164,713
Total Net Assets	<u><u>\$1,153,978</u></u>	<u><u>\$1,099,674</u></u>
 TOTAL LIABILITIES AND NET ASSETS	<u><u>\$1,206,640</u></u>	<u><u>\$1,156,580</u></u>

AANS/CNS Section on Disorders of the Spine
Statement of Revenue and Expenses by Function
For the Seven Months Ending January 31, 2002

	Fiscal 2002			Fiscal 2001			FY 2001
	YTD	VTD	Total	YTD	VTD	Total	Actual
	Actual	Actual	Budget	Actual	Actual	Actual	
REVENUES							
Membership Dues							\$57,868
Registration Fees	72,030	\$31,687	\$60,925		\$34,885	\$34,885	173,710
Exhibitors Fees	185,000	72,030	189,740		173,710	173,710	243,830
Contributions/Sponsorships	7,500	185,000	221,925		170,290	170,290	275,095
Banquet Revenue	1,940	7,500	105,000				69,500
Miscellaneous Revenue		1,940	7,925				30,000
Contributions for Operating Expenses		30,000	8,106		(50)	(50)	10,284
		4,955			4,509	4,509	
TOTAL REVENUES & SUPPORT	\$267,470	\$66,653	\$593,622		\$383,344	\$383,344	\$596,567
EXPENSES							
Audio Visual			\$49,010				\$35,498
Bank Fee	1,206	538	8,600		3,151	4,651	7,244
Contributions & Affiliations			25,000		25,000	25,000	25,000
Computer Programming & Supplies	83	83	1,000		195	195	611
Decorating			7,705				4,966
Entertainment			2,500				13,853
Equipment Costs			700				
Facility			11,880				
Food & Beverage	1,018	1,018	158,140		803	803	163,245
Fellowships			75,000				153,500
Grants			2,500				762
Freight & Shipping			2,700				
Gifts & Gratuities			1,540		3,135	3,135	3,167
Honoraria & Awards			1,600				
Insurance	3,625	3,625	8,152		835	835	11,283
Marketing & Advertising					2,407	2,407	3,231
Legal Services							
Outsides Labor			1,480		473	473	1,103
Office & other Supplies	187	187	2,700		813	813	1,289
Photocopy	765	261	1,405		813	813	20,490
Postage & Distribution	6,070	1,313	18,550		3,152	3,152	39,577
Printing/Typesetting	7,385	110	27,839		120	120	4,126
Professional Services	69	69	4,875		593	593	1,106
Security			2,150				3,082
Signs			2,438				8,123
Speaker Expenses			3,500				7,429
Staff Travel	1,085	1,085	7,525		1,074	1,074	3,336
Telephone	18	341	5,450		2,373	2,373	6,267
Temporary Personnel	411	411	5,975		122	122	1,409
Tours & Transportation			1,600				5,344
Volunteer Travel	800	800	890		714	714	90,402
Uncollectable Accounts					50	50	425
Staff Coordination	31,849	7,163	79,703		9,263	9,263	\$615,915
Miscellaneous							
TOTAL EXPENSES	\$54,858	\$52,014	\$520,038		\$123,886	\$238,230	
Investment Earnings		9,178	25,000		19,599	19,599	11,736
NET REVENUE	\$212,611	\$23,817	\$99,583		\$164,713	\$164,713	(\$17,611)

**AANS/CNS Section on Disorders of the Spine
For the Seven Months Ending January 31, 2002
Annual Meeting**

	<u>JAN Year-to-Date</u>	<u>Annual 2002 Budget</u>	<u>JAN 2001 Year-to-Date</u>	<u>FY 2001 Final</u>
REVENUES				
Registration Fees	\$72,030	\$189,740	\$173,710	\$243,830
Exhibitors Fees	186,000	221,825	170,290	175,085
Contributions/Sponsorships	7,500	75,000		69,500
Banquet Revenue	1,940	7,925		
TOTAL REVENUES & SUPPORT	\$267,470	\$494,590	\$344,000	\$488,415
EXPENSES				
Audio Visual		\$49,010		\$35,392
Bank Fee	1,206	6,000	1,600	1,500
Computer Programing & Supplies	83	1,000	195	611
Decorating		7,706		4,966
Entertainment		2,500		13,863
Equipment Costs		700		
Facility		11,690		
Food & Beverage	1,018	156,340	803	161,616
Freight & Shipping		2,500		782
Gifts & Gratuities		2,700		
Honoraria & Awards		1,640	3,135	3,187
Insurance	3,626	1,600		
Marketing & Advertising		1,000	6,645	6,695
Outside Labor		1,480		
Office & other Supplies	187	2,100	406	500
Photocopy	765	800		329
Postage & Distribution	6,070	17,900	14,755	15,516
Printing/Typesetting	7,386	27,359	30,021	39,195
Professional Services	69	875	593	2,371
Security		2,150		1,106
Signs		2,438		3,082
Speaker Expenses		3,500	1,074	8,123
Staff Travel	1,086	7,525	2,373	7,429
Telephone	16	5,250	185	2,865
Temporary Personnel	411	5,976	3,182	6,287
Tours & Transportation		1,800		
Volunteer Travel	890	890	714	1,409
Staff Coordination	31,849	71,597	48,466	71,789
Miscellaneous			295	295
TOTAL EXPENSES	\$54,680	\$395,625	\$114,342	\$388,888
NET REVENUE	\$212,810	\$98,965	\$229,658	\$99,527

**AANS/CNS Section on Disorders of the Spine
For the Seven Months Ending January 31, 2002
General & Administrative**

	<u>JAN Year-to-Date</u>	<u>Annual 2002 Budget</u>	<u>JAN FY2001 Year-to-Date</u>	<u>FY 2001 Final</u>
REVENUES				
Membership Dues	\$31,687	\$60,925	\$34,885	\$57,868
Contributions/Sponsorships		30,000		
Miscellaneous Revenue	30,000		(50)	30,000
Contributions for Operating Expenses	4,985	8,108	4,509	10,284
TOTAL REVENUES & SUPPORT	<u>\$66,652</u>	<u>\$99,031</u>	<u>\$39,344</u>	<u>\$98,152</u>
EXPENSES				
Audio Visual				\$105
Bank Fee	538	600	3,151	5,744
Contributions & Affiliations		25,000	25,000	25,000
Food & Beverage		1,800		1,629
Fellowships		75,000		
Grants	12,289		78,500	153,500
Honoraria & Awards	30,000			
Marketing & Advertising		7,162	835	4,588
Legal Services			2,407	3,231
Office & other Supplies		600	473	603
Photocopy	261	805	813	980
Postage & Distribution	1,313	850	3,152	4,974
Printing/Typesetting	110	500	120	382
Professional Services		4,000		1,755
Telephone	341	200	122	471
Uncollectable Accounts			50	5,344
Staff Coordination	7,163	8,108	9,283	18,613
Miscellaneous				130
TOTAL EXPENSES	<u>\$52,015</u>	<u>\$124,413</u>	<u>\$123,886</u>	<u>\$227,029</u>
Investment Earnings	9,178	26,000	19,599	11,736
NET REVENUE	<u>\$23,815</u>	<u>\$6818</u>	<u>(954,943)</u>	<u>(\$117,141)</u>

AANS/CNS SECTION ON DISORDERS OF THE SPINE**9****NOTES TO FINANCIAL STATEMENTS**

January 31, 2002

STATEMENT OF FINANCIAL POSITION**Deferred Dues**

This amount represents dues invoiced but not yet earned.

STATEMENT OF ACTIVITIES**Insurance**

Insurance for the Annual Meeting exceeded budget due to the sharp increase in rates since the September 11 events.

Grants

Costs incurred for publishing grant/award announcements in the *Journal of Neurosurgery* and *Neurosurgery*.

Honoraria & Awards

Issued a \$30,000 award to Langston Holley, MD for the Cloward Fellowship.

Postage & Distribution

Costs related to mailing of Newsletters, Dues Invoices and Monthly Statements to members.