

**PACIFIC COAST OBSTETRICAL AND GYNECOLOGICAL SOCIETY  
MINUTES  
Sun Valley Resort & Spa  
Sun Valley, Idaho  
FIRST MEETING OF THE BOARD OF DIRECTORS  
WEDNESDAY, September 28, 2016**

**Attendance**

**Board of Directors**

Aaron Caughey, Editor of Scientific Proceedings  
Joel Cohen, Los Angeles Caucus Chair  
Dean Coonrod, SD/AZ Caucus Chair  
Martha Goetsch, Historian

Kathy Gregory, San Francisco Caucus Chair  
David Lagrew, Jr., Assistant Secretary

Fung Lam, Secretary Treasurer  
Phillip Patton, Past- President  
Thomas W. Powers, President  
Dale Reisner, Seattle Caucus Chair  
Patty Robertson, President-elect

**Society Administrator-** Linda Hinrichsen

**Invited Guests**

Karen Adams, Program Chair 2016  
Kathleen Bradley, LA Caucus Chair 2017  
Glenn Huerta-Enochian, Arrangements Chair 2016/Audit Committee  
Robert Israel, Industry Liaison  
James Macer, Arrangements Chair 2017  
John Williams III, Program Chair 2017

**Unable to Attend**

Brian Acacio, CME Coordinator  
Arzou Ashan, San Francisco Caucus Chair 2017  
Laura Greenberg, Portland Caucus Chair  
Maria Manriquez, Member at Large- AV manager  
Roger Schlesinger, Audit Committee

TOPIC	DISCUSSION/ CONCLUSION/ RECOMMENDATIONS	ACTION PLAN/ PERSON RESPONSIBLE	STATUS
<b>I. Call to Order/</b>	The 2016 PCOGS First Meeting of the Board of Directors was called to order by <b>President Tom Powers</b> at 4:05 pm. Members of the Board and guests were welcomed and introductions made.		
<b>II. Approval of minutes</b>	<b>Minutes of the 2016 Interim Business Meeting:</b> The minutes were approved as distributed.	-All	Completed

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<p><b>III. Report of the Secretary-Treasurer</b></p> <p><b>2015 Meeting</b></p>	<p>Secretary-Treasurer Fung Lam presented the general report;                      The 2015 Annual Meeting information was presented at the 2016 Interim Board Meeting and is summarized in the Power Point handout following this report and will also be presented at the Member’s First Business Meeting on Thursday, September 29, 2016. Total income for the Turtle Bay Resort in Kahuku, Oahu, Hawaii meeting was <b>\$254,550</b> (2015- Marana, Arizona-\$195, 667.71). Total meeting expenses were <b>\$280,112.59</b> (2015-Marana, Arizona-\$274,832.64). This was our most expensive meeting ever, with a deficit of &lt; \$25,562,59) which was drawn from the general funds. This was less than the projected deficit of &lt;\$36,166.82&gt;. By comparison in 2015, The deficit was &lt;\$79,164&gt;, far more &lt;\$50, 494.97&gt; than the projected deficit of &lt;\$28,669.96&gt;. Budget analysis by the PCOGS Board at the 2015 IBM determined that the major cost overrun was the funding of the sit-down dinner (with hosted bar) for the caucus dinners. It was decided that the caucus reception/dinners for the 2015 meeting will revert to an “on your own basis”. However, since the Turtle Bay Resort was an “end destination” with limited restaurants, the Arrangements Chair worked with the Caucus Chairs to arrange the receptions/dinners. The final costs for these dinners are listed below;</p> <table border="0" data-bbox="352 678 793 880"> <tr> <td><b>Portland</b></td> <td><b>5246.18</b></td> </tr> <tr> <td><b>San Francisco</b></td> <td><b>4666.59</b></td> </tr> <tr> <td><b>Seattle</b></td> <td><b>4460.52</b></td> </tr> <tr> <td><b>LA</b></td> <td><b>5284.81</b></td> </tr> <tr> <td><b>SD/AZ</b></td> <td><b>2243.56</b></td> </tr> </table>	<b>Portland</b>	<b>5246.18</b>	<b>San Francisco</b>	<b>4666.59</b>	<b>Seattle</b>	<b>4460.52</b>	<b>LA</b>	<b>5284.81</b>	<b>SD/AZ</b>	<b>2243.56</b>		
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<p><b>Financial</b></p>	<p>By comparison, the total income for the 2013 meeting in Walla Walla was <b>\$160,026.06</b>, with expenses of <b>\$111,570.97</b>. There was a positive balance of <b>\$48,455.09</b>, with a surplus well above budget (+ \$12,089.52). In 2011, the income for Sunriver was \$158,060.36 with expenses of \$145,867.54 {refunds \$4,045}, (Balance +8,147.85). Total income for Newport Beach was \$163,948.71, with expenses of \$170, 233.81. There was a negative balance of -\$6,285.10 from the general funds, which was well below budget (-\$29, 935.44). Our registration fees for the 2016 meeting are: Fellows/Guests \$675, Companions \$475, and children 12 and over \$100. These fees include a box lunch however, funding for the caucus receptions/dinners revert to an “on your own” basis.</p> <p>The Society’s 2015 cash/investment year-end balance was <b>\$572,263.82</b>. (2014-\$531, 839.88 2013- \$558, 301.68, 2012- \$525,248.30, 2011- \$531,144, 2010-\$516,972.52, 2009-514,074, 2008- \$490,869.)</p> <p>Our August 22, 2016 the balance per our Quicken accounting system was <b>\$555,117.65</b>, (August 15, 2015-\$615,817, Aug 31-2014-\$635,892.84, 2013-\$650,264.25, 2012- \$692,033.32, 2011- \$559,425, 2010-\$508,825). An investment account has been established with Baird with a total investment of \$250,000. The current Balance on the Baird account is <b>\$256,900.73</b> {2015-\$252,317.98} (Note the Caillouette Funds are included in this account).</p>		<p>Completed</p>										

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<b>Industry report</b>	<p><b>Two Hundred</b> registrations (134 attendees and 66 companions) have been received at the time of this report and we have received payments from 20 exhibitors (\$36,000), and we expect 6 CME grants (\$22,500) for a total of <b>\$58,500</b>. Forty members contributed <b>\$4,869</b> (2015- \$4,375, 2014-5,145, 2013-\$5,780, 2012- \$6,1605, 2011-\$5,775, 2010-\$6,832) to the Memorial Fund, in honor of 31 deceased members and in honor of 3 current members of our Society bringing our July 30, 2016 total Memorial Fund value to <b>\$ 366,588</b> (2015-\$419, 061.88, 2014-\$420, 472.74 ,2013- \$368,626.40, 2012-\$334,628.94, 2011- \$331,600, 2010-\$296,052) and are itemized on the Power Point pages following this report. Caillouette donations totaled <b>\$2,742</b>(2015-\$2,132) (Caillouette Lecture Fund Balance \$47,220). We have requested payments for the Lynch, Adams, and Kimball Award expenses totaling <b>\$25,763</b>, (2014- \$24,074, 2013- \$11,877.71, 2012- \$12,348.71, 2011-\$11,525.65, 2010-\$13,430, 2009- \$13,324), from our Memorial account with the California Medical Association Foundation (CMAF). Our CMAF funds had previously been managed by Morgan Stanley, Smith Barney. The California Medical Association Foundation transferred our Memorial Funds to Wells Fargo management in July, 2013. We were reimbursed for the 2014 scholarship expenses.</p> <p style="text-align: center;"><b>FINANCIAL SUMMARY 2015-2016</b></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th>2010</th> <th>2011</th> <th>2012</th> <th>2013</th> <th>2015</th> <th></th> </tr> </thead> <tbody> <tr> <td><b>Year End Balance</b></td> <td>514,074</td> <td>531,140</td> <td>525,248</td> <td>558,301</td> <td>572,263</td> <td>Q2/3 -16 <b>\$555,117</b></td> </tr> </tbody> </table>		2010	2011	2012	2013	2015		<b>Year End Balance</b>	514,074	531,140	525,248	558,301	572,263	Q2/3 -16 <b>\$555,117</b>																
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<b>Membership</b>	<p>Our current membership is <b>278</b>, (2015-278, 2014-292, 2013- 287, 2012-280,2011-272, 2010-273): <b>188</b> Fellows ( 2015- 197, 2014- 201, 2013- 207 2012-196, 2011-191, 2010-189), <b>77</b> Retired Fellows (2015- 68, 2014- 77, 2013- 67 2012- 71, 2011- 69, 2010-71), <b>9</b> Non-Resident Fellows (2014-10, 2013-9, 2012-9, 2011-10, 2010-11), and <b>4</b> Honorary Fellows (2014-4, 2013-4, 2012- 4, 2011-3). We have had 4 resignations, Following the Kahuku, Oahu, Hawaii meeting, eight Society guests were approved as candidates by the Fellowship in attendance and by the Board of Directors. All eligible Society Guests were elected after balloting by the membership. They are; Paola Aghajanian, Millie Behera, Kathryn Houston, Santosh Pandipati, Chirag Shah, Lora Shahine, Angelyn Thomas and Marc L. Winter. The Society extends a warm welcome to all of the new members. We were saddened to learn of the passing of eight members; Richard A. Bashore '71, James C.</p>																														

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	<p>Caillouette '69, Hampton Irwin '78, William E. Lucas '79, Danielle R. Mishell Jr. '81, Julian "Bill" T. Parer '88, Glen G. Rice '73, Donald F. Wilcox '81.</p> <p><b>Nine</b> members retired and <b>33</b> members paid dues as Semi-Retired Fellows (maintained Fellow status, 2015- 32, 2014- 27, 2013- 24, 2012-24, 2011-21).</p> <p>Our last two meetings were held at very expensive venues. However, we continue to maintain over a two-year reserve balance and the Society continues to attract new members and remains relevant to members and guests with good attendance and participation at our annual scientific meetings</p>		
<p><b>IV. Website Meeting Transactions</b></p> <p><b>Newsletters</b></p>	<p><b>Assistant Secretary Report- David Lagrew.</b> Transactions from 2001 through 2013 are complete and posted on the PCOGS website. It is anticipated that the 2014 Transactions will be posted in early 2016.</p> <p>The Society was notified of the death of Richard Bashore (LA '71), Daniel Mishell (LA '81), Bill Parer (SF '88), Glen Rice (SEA '73) and Donald Wilcox SF '81).</p> <p>Online registration for the annual meeting continues to go well. Credit card payment of dues on the website continues to work well, as does the website registration by credit card process for non-members on the public page. The prepayment link for members and guests works well. All meeting minutes of the Society and those of each caucus forwarded have been posted on the Website. The Historian's corner has been updated. The page be found under the "Society Info" tab on the members' only side. Multiple links were added under the "Meetings" tab for the 2015 annual meeting. Guests have access to a "Program Summary" on the public side of the web site. Request for reimbursement is operational through the website. The process seems to be working well. Finalized abstract and reviewable manuscript submissions through the website continues to go well as does submissions from residents/fellows. The dates of the 2017 annual meeting in Palm Desert, CA can be found under the "Meetings" tab with a link to the JW Marriott. Additional items and the dates and location of the 2018 annual meeting will be added when available.</p> <p>Survey Monkey is now used for Society guest balloting. Caucus balloting as well as "Interest Survey" for the Arrangements Committee. In addition, a post meeting survey analysis for meeting accreditation is now being performed by this method. The post meeting evaluation form was set up in Survey Monkey and reviewed/approved by ACOG</p> <p>Newsletters: The Spring and Summer Newsletters were distributed electronically a well as currently posted on the website. Members without e-mail access received the newsletters by US mail.</p>	<p>Lagrew</p> <p>Goetsch</p>	<p>Completed</p> <p>Pending</p>

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<b>Historian</b>	Historian Martha Goetsch’s report was presented. The "dropdown" for the “Historian’s Corner” has been installed on the web site. Historical content in development include; chronicling the history of Frank Lynch, Charles Kimball and the origins of the memorial funds. Picture albums and DVDs were obtained from Jack Enbom and may be a source of pictures. A trip to the UCSF archives has been completed to research the Society’s founding members. Other topics include; Alice Maxwell - the first female PCOGS president, and “Fathers in the delivery room”. Hedric Hanson is working on archiving the vast amounts of images that he has on electronic media.		
<b>IV. Report of the Editor of Scientific Proceedings</b>  <b>Publications</b>	<b>Aaron Caughey</b> , Editor of the Scientific Proceedings reported that; 17 oral presentations and six posters were presented at the 2015 PCOGS annual meeting. Of these, 12 were submitted to the American Journal of Obstetrics and Gynecology (AJOG). 2/12 (16%) were accepted for publication in the AJOG. For 2014, 4/9 (44%) were accepted with one additional paper has been accepted to J. MFM & Neonatal Medicine. 2014 was the highest rate of publication that we have had for the past several years. In 2013, 1/7 (14%) was published. In 2012, 3 of 11 (27%) Society submissions were accepted. Submissions and acceptances to other journals fell from 9 in 2011 to 4 in 2012 and 4 in 2013. To date, 3 of the 4 papers submitted to another journal have been accepted. This brings the total number of accepted papers from the 2013 meeting to 4. We continue to track the 2013 and 2014 submissions. Formal discussants were asked to omit slides from their oral presentations for the third year. This was the fourth year that we introduced the "timeline" for mentorship at the caucus breakfasts. We had our fifth breakfast meeting for current Caucus and Personal Guests that occurs on Saturday mornings in the Fall Annual meeting which will review the process for Society admission. For 2015, because of the earlier meeting, we had earlier submission dates- July 1 for the manuscript and June 1 for resident and fellow submissions. The deadline for resident/fellow submissions was maintained as June 1. Manuscript deadline for 2017 is 12/1/17.	Caughey	Completed  Ongoing
<b>V. Committee Reports</b> <b>Program</b>	<b>Karen Adams, Program Chair, 2016.</b> The scientific sessions will include seven lectures, four by Fellows; three by invited guests. Fellows and invited guests will present twenty-one scientific papers. Mark Walters (Cleveland Clinic), as the Presidential Choice Lecture, will speak on “Vaginal Hysterectomy”. Thursday’s guest speaker, Rachel Adams (Bethel Heights Vineyard) will present “The Oregon Story: How the Willamette Valley Made Its Mark on the World of Wine”. Mark Woodland will be the Keynote Speaker. The Ted Adams poster presentations will be presented by six resident/fellows, and a Frank Lynch essayist. The Program Committee noted that there were less poster submissions this year (none from OHSU or UCSF). There was discussion regarding recruiting at institution’s “resident day” events. It was recommended that Program and Residency Directors be approached personally about the Society’s presentation opportunity for resident/fellows. <b>John Williams, Program Chair, 2017</b> – The number of Society guests for 2017 was reviewed – (18). At this time, nothing firm on guest speakers. The Board encouraged confirming guest speakers early. Barbara Levy was suggested as a special speaker.	Autry	In progress  In

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<p><i>Administrator</i></p>	<p>The 2016 -2017 PCOG Annual Meeting Program Committee timelines were reviewed.</p> <p><b>Administrator’s Report:</b> Linda Hinrichsen (Society Administrator)                      The initial online CME application through ACOG went very well with the CME application being submitted on April 15 and approved on April 27.                      An “abstract submission form” was presented for review/approval. Linda will work with the web master to set up on the web site for all abstract submissions to be received through the web site.                      Linda provided support to Dr. Lagrew in creating an online meeting evaluation form using Survey Monkey. It is hoped the electronic format will streamline the whole meeting evaluation process from not handling multiple sheets of paper to shipping all that paper to ACOG.                      Timelines for submission of the CME application, 2017 Program Committee and Resident/Fellow submissions were submitted for review.</p> <p>The Advisory Committee on Policy of the <i>American Journal of Obstetrics and Gynecology</i> is held annually with the ACOG Annual Clinical Meeting. This is historically attended by the PCOGS Editor of Scientific Proceedings. If not available, another Board member should attend. Prior meetings have been attended by Aaron Caughey and Fung Lam.</p>	<p>Israel</p> <p>Huerta-Enochian</p>	<p>progress</p>
<p><i>Arrangements</i></p>	<p><b>Glenn Huerta-Enochian, Arrangements Chair, 2016</b> –Outlined the planned activities. The caucus dinners and logistics were discussed.</p> <p><b>Jim Macer, Arrangements Chair, 2017-</b> Outlined the plans for the 2017 meeting. The meeting was rescheduled to a later date in order to avoid the extreme heat. However, it overlaps Halloween which might impact some members with children. Early flight reservations were recommended. A site visit is planned for October 21-23, 2016</p> <p><b>Dale Reisner, Seattle Caucus Chair</b> discussed venue choices for the 2018 meeting. Options include Coeur d’Alene and Davenport/Spokane.</p>		
<p><i>Audit</i></p>	<p><b>Glenn Huerta-Enochian</b> - the four member audit committee “reviewed the financial records of PCOGS and have found the records well kept, accurate and complete.”</p>		
<p><i>Caucus Guests</i></p>	<p><b>Caucus Guests 2016</b>  <b>Seattle Caucus:</b> Michelle Benoit  <b>Portland Caucus:</b> Paula Amato, Amy Card, Abby Furukawa, Laura Korman  <b>San Francisco Caucus:</b> Izumi Cabrera</p>		

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<p><i>Society Guests</i></p>	<p><b>Los Angeles Caucus:</b> Chastity Jennings, (withdrew) Bruce Lee, Allan Lichtman, Laurence Shields  <b>San Diego / Arizona Caucus:</b> Joel Barkley, Laura Mercer, Hugh Miller (withdrew)</p> <p><b>Society Guests 2016</b>  <b>Seattle Caucus:</b> Uma Chandavarkar (withdrew) Bettina Paek, Jennifer Melville, Suzanne Petersen, Adrienne Wesol  <b>Portland Caucus:</b> Fred Coleman, Barbara Fisher, Carol Morcos  <b>San Francisco Caucus:</b> Laura Norrell  <b>Los Angeles:</b> Alice Stek (withdrew)  <b>SD/AZ;</b> Linda R. Nelson (withdrew)</p>	<p>BOD</p>	<p>In Progress</p>												
<p><i>Audio/Visual</i></p>	<p><b>Tom Powers, Audio Video Manager</b>                      The Society Audio-Visual equipment; the LCD projector is functioning well. A new PC computer with software was purchased in 2013. In 2016, as Tom Powers serves as Society President, Maria Manriquez will serve as AV Manager.</p>														
<p><i>CME</i></p>	<p><b>New Business:</b>                      Brian Acacio has assumed the CME responsibilities from Tom Gaylord in a four year transition plan. It was noted that every author needs a non-disclosure statement.</p>														
<p><i>Caucus Ranking</i></p>	<p>Caucus Guest voting and ranking; The ballots have been tallied via Survey Monkey. The San Francisco Caucus had questions about “adverse votes”. This issue will be further discussed by the Board.</p>														
<p><i>Policy</i></p>	<p>Sexual Harassment Policy - Phil Patton will present the recommendation to the general membership for approval.</p>														
<p><i>Bylaws</i></p>	<p>The PCOGS investment policy (as recommended by the Investment Committee) was reviewed and approved by the Board.</p>														
<p><i>Nominating</i></p>	<p>Bylaws and Standing Rules changes were reviewed and approved by the Board</p> <p><b>Nominating Committee</b> with staggered 5-year terms                      Outgoing President, Chair, non-voting</p> <table border="0"> <tr> <td>SF</td> <td>Meg Autry</td> <td>replace @ 2020 meeting</td> </tr> <tr> <td>Portland</td> <td>Glenn Huerta-Enochian</td> <td>replace @ 2016 meeting</td> </tr> <tr> <td>Los Angeles</td> <td>Kathleen Bradley</td> <td>replace @ 2017 meeting</td> </tr> <tr> <td>Seattle</td> <td>Lee Hickok</td> <td>replace @ 2018 meeting</td> </tr> </table>	SF	Meg Autry	replace @ 2020 meeting	Portland	Glenn Huerta-Enochian	replace @ 2016 meeting	Los Angeles	Kathleen Bradley	replace @ 2017 meeting	Seattle	Lee Hickok	replace @ 2018 meeting		
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	San Diego/AZ Marilyn Laughead replace @ 2019 meeting		
<b>Program</b>	<b>Program Committee</b> with staggered 5-year terms, replace at annual meeting  SF Meg Autry replace @ 2016 meeting Portland Karen Adams replace @2017 meeting Los Angeles John Williams replace @ 2018 meeting Seattle Bob Palmer replace @ 2019 meeting San Diego/AZ Caryl Reinsch replace @2020 meeting		
<b>XII. Adjournment</b>	The meeting was adjourned at 6:06 pm by President Tom Powers.		

Respectfully submitted,

*Fung Lam M.D.*

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 Fung Lam, M.D.  
 Secretary-Treasurer

recorded 9/28/16 Revised 3/10/17 edited by LH 03 10 17

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 Date