

PACIFIC COAST OBSTETRICAL AND GYNECOLOGICAL SOCIETY MINUTES
The Coeur d'Alene
Coeur d'Alene, Idaho
FIRST MEETING OF THE BOARD OF DIRECTORS
WEDNESDAY, September 26, 2018

Board of Directors

Arzou Ahsan, San Francisco Caucus Chair
 Kathleen Bradley, Los Angeles Caucus Chair
 Aaron Caughey, Editor of Scientific Proceedings
 Dean Coonrod, Assistant Secretary
 Jane Dimer, Seattle Caucus Chair
 Thomas Gaylord, SD/AZ Caucus Chair

Martha Goetsch, Historian
 Laura Greenberg, Portland Caucus Chair
 David Lagrew, Jr., President
 Fung Lam, Secretary Treasurer
 James Macer, President-elect

Society Administrator- Linda Hinrichsen
 Daniella Esquivias - Top Candidate for Society Administrator position

Invited Guests

Brian Acacio, CME Coordinator
 Glenn Huerta-Enochian, Audit Committee
 Kurt Finberg, Incoming CME Coordinator
 Marilyn K. Laughead, Parliamentarian
 Lori Marshall, Program Chair 2018
 Thomas W. Powers, Past-President '16, A/V Coordinator
 Dale Reisner, Arrangements Chair- 2018 (Seattle Caucus Host)

Roger Schlesinger, Audit Committee
 Caryl Reinsch, Program Chair 2019
 Ron Reinsch, Arrangements Chair 2019
 Mark Tomlinson, Portland Caucus Chair 2019

Unable to Attend

Robert Israel, Industry Liaison
 Patty Robertson, Past -President '17
 Heidi Wittenberg, Member at Large

Call to Order/Approval of Minutes

President Lagrew called the meeting to order at 4:05 pm. Members of the Board and guests were welcomed and introductions made. The minutes of the March 3, 2018 Interim Board Meeting were approved as submitted.

Report of the Secretary-Treasurer- Fung Lam

The 2017 Annual Meeting information was presented at the 2018 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 27, 2018.

Total income for the Palm Desert, CA. meeting was **\$201,100**.

	2012	2013	2014	2015	2016	2017
Meeting Income	163,948	160,026	195,667	254,550	202,400	201,100
	Newport Beach, CA	Walla Walla WA	Marana Arizona	Turtle Bay HI	Sun Valley ID	Palm Desert, CA

Expenses	168,033	111,570	274,832	277,668	192,871	239,299
Balance	<4,085>	48,455	<79,164>	<23,118>	9,528	<38,199>
Projected Balance	<26,935>	12,089	<28,669>	<49,790>	<19,915>	<28,462>
Budget Differential	22,850	36,366	<50,494>	26,672	29,443	<9,737>

(2016-Sun Valley- 201,100, 2015-Turtle Bay, HI- \$254,550, 2014- Marana, Arizona-\$195,667.71). Total meeting expenses **\$239, 299** (Sun Valley- \$192,871, 2015- Turtle Bay- \$280,112, Marana, Arizona-\$274,832). There was a deficit of \$38, 199, \$9,737 more than the projected deficit of \$28,462. In 2016 was a surplus of **\$9,528**. This more than the projected deficit of <\$19,915>. By comparison in 2015, The deficit was <\$79,164>, far more <\$50, 494.97> than the projected deficit of <\$28,669.96>. 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 should revert to an “on your own basis”. For the “end destination” resort with limited restaurants, the Arrangements Chair will work with the Caucus Chairs to arrange the receptions/dinners. In 2016 \$25 per person was contributed from the general funds to support the Caucus dinners. For the 2017, the support per person will be increased to \$35.

The Society’s 2016 cash/investment year-end balance was **\$369,494** (2016-\$405,239. 2015-\$572,263.82, 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.)

Our September 9, 2018 balance per our Quicken accounting system was **\$485, 846** (August 31, 2017-\$488,480.36, August 22, 2016- \$555,117.65, 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 **\$297,544**. (2017-\$278,298.20, 2016- \$256,900.73, 2015-\$252,317.98) (Note the Caillouette Funds are included in this account).

		Lynch	Adams	Kimball	Caillouette	Development Fund	Society
TOTAL INDIVIDUAL FUND DONATIONS		\$625	\$ 575	\$ 275	\$ 725	\$ 1,400	\$ 2,660
TOTAL DONATIONS							\$ 6,260

Forty four members contributed **\$6,290** (2017-\$4,290, 2016-\$4,869, 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 August 31, 2018 total Memorial Fund value to **\$378,868** (Q-3-2017- \$324,220 -2016-\$366,588, 2015-\$419,061, 2014-\$420,000 472,000 ,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 **\$725** (2017-\$1,385, 2016-\$2,742, 2015-\$2,132). The Caillouette Lecture Fund Balance is **\$52,653** (2017-\$52, 653, 2016-\$47,220). 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. Because of volatile market fluctuations in 2016, reimbursement requests were deferred until more favorable market conditions prevailed in 2017. The CMAF has reimbursed \$28,097.81 for the 2015 scholarship recipients and \$16,448.10 for the 2016 scholarship recipients. (2014- \$24,074, 2013- \$11,877.71, 2012- \$12,348.71, 2011-\$11,525.65, 2010-\$13,430, 2009- \$13,324). A request is pending for the 2017 scholarship recipients.

FINANCIAL SUMMARY 2013-2017

	2013	2014	2015	2016	2017	Q3-2018
Year End Balance	558,301	531,839	572,263	405,239	\$369,494	485,846
Memorial Funds						
Ted Adams	260,798	268,092	232,237	246,146	258,035	268,667
Frank Lynch	74,005	77,276	68,382	72,478	78,566	81,804
Charles Kimball	63,802	68,291	58,968	60,379	61,260	67,599
TOTAL MEMORIAL	398,606	411,660	357,588	379,004	378,868	418,070
TOTAL ASSETS	956,907	890,864	929,851	784,243	771,021	903,918

Our Current membership is **278** (2017-284, 2016- 278, 2015-282, 2014-293, 2013-288, 2012-280,2011-272, 2010-273): 179 Fellows (2017-189, 2016-188, 2015- 197, 2014- 201, 2013- 207 2012-196, 2011-191, 2010-189), **84** Retired Fellows (2017-82, 2016-77, 2015- 68, 2014- 77, 2013- 67 2012- 71, 2011- 69, 2010-71), **11** Non-Resident Fellows (2017-9, 2016- 9, 2015-X, 2014-10, 2013-9, 2012-9, 2011-10, 2010-11), and **4** Honorary Fellows (2017-4, 2016-4, 2015-4, 2014-4, 2013-4, 2012- 4, 2011-3). We have had 2 resignations. 10 members forfeited membership for dues being in arrears. Certified letters with return receipt were sent notifying the members of their dues in arrears.

Following the 2017 Palm Desert Annual Meeting, fifteen 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 Paula H. Bednarek, Kurt R. Finberg, Juan M. Gonzalez Velez, Shauna Hicks, Brenda S. Houmard, Lena H. Kim, Jeannette Lager, Kathryn Macaulay, Malcolm G. Munro, Christopher P. O'Reilly-Green, Philippa Ribbink, Kristina Roloff, Kirsten. The Society extends a warm welcome to all of the new members.

We were saddened to learn of the passing of three members; Kenneth A. Burry '89, Ezra C. Davidson, Jr. '84 and Lester T. Hibbard.

2 members retired and 17 members paid dues as Semi-Retired Fellows (maintained Fellow status, 2017-16, 2016-33, 2015- 32, 2014- 27, 2013- 24, 2012-24, 2011-21).

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. With rising costs, the Society will need to adjust revenue and expenditures accordingly.

Report of the Assistant Secretary

Dean Coonrod. Transactions from 2001 through 2016 are complete and posted on the PCOGS website. It is anticipated that the 2017 Transactions will be posted in early 2018. The Society was notified of the death of Ezra C. Davidson, Jr. (Los Angeles Caucus). 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 dates of the 2018 annual meeting in Coeur d'Alene, ID can be found under the "Meetings" tab with a link to the resort. Additional items of the 2019 annual meeting will be added when available. Meeting Planning software- discussed at the interim meeting, will require WordPress to operate. HowItWorks is setting up the system and is expected to be ready for the 2019 meeting. PayPal can be used for online payments.

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

Newsletters: The Spring and Summer Newsletters were distributed electronically as well as currently posted on the website. Members without e-mail access received the newsletters by US mail.

PCOGS has two entities on Facebook; public/marketing and group/private. There are only 47 Facebook users. David Lagrew Martha Goetsch (and Dean Coonrod) are moderators of the closed group (private) where approved members can post pictures and announcements. It was recommended that the membership should be surveyed on the interest in social media use. Jane Dimer will manage FB page for one year. She will need feedback on priority.

Report of the Historian

Martha Goetsch (Has served 10 years as historian and will be unable to attend the 2019 Annual Meeting)- proposed a committee of interested volunteers-representing all caucuses with an elected Chair to serve 3 year terms. Their roles could include interviewing interesting/elder members of the Society, gather bound transactions of PCOGS to ensure that each caucus (Medical School library) has a complete set, scan and archive transactions-photos, maintain and add to the Historian's Corner on the website. A job description for representatives will be available at the IBM. There was a motion to form an Archival Committee which was seconded and passed. The Caucus Chairs will recommend members to participate in this committee. An updated History of the Historians of PCOGS was presented. Dr. Lam was authorized to digitize histories and photos. Information will be shared with the membership at future meetings.

COMMITTEE REPORTS

Program Committee- Lori Marshall (Program Chair 2018) outlined a robust program. The scientific sessions will include eight lectures, four by Fellows; 4 by invited guests. Fellows and invited guests will present fourteen scientific papers.

AJOG no longer has a relationship with PCOGS. It was recommended that the mentor for the Society guests identify the best journal for the manuscript and the discussant to recommend a journal for manuscripts reviewed.

The Board directed the Administrator to post the preliminary program online with the discussant and mentor names and to inform Caucus Chair of discussants assigned to each presentation.

CME Committee- Brian Acacio summarized the guidelines for joint providership (CME) with ACOG. Of issue was the requirement of non-disclosure forms from all authors. This had resulted in delay for CME approval. One suggestion is to limit the number of co-authors (1-2) on the CME application and to acknowledge the other contributors on a "Thank You" slide at the presentation.

Arrangements Committee- Dale Reisner (Seattle Host) outlined the planned activities. The caucus dinners and logistics were discussed.

Editor of Scientific Proceedings- Aaron Caughey reported that the 2017 meeting included 15 poster presentations. There were 16 oral research presentations and Nicole Kurata was the Frank Lynch Memorial Essayist. No papers were accepted to AJOG. Eight papers were submitted to other journals. So far, at least three have been accepted.

By comparison, the 2016 scientific sessions included twelve lectures, eight by Fellows; four by invited guests. Fellows and invited guests presented sixteen scientific papers. Of these, 7 were submitted to the American Journal of Obstetrics and Gynecology (AJOG). 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 fifth year that we introduced the "timeline" for mentorship at the caucus breakfasts. We had our third breakfast meeting for current Caucus Guests that occurs on Saturday mornings in the Fall Annual meeting which will review the process for Society admission. A June 7, 2018 letter from AJOG updated the relationship between AJOG and PCOGS. In the past, AJOG's affiliation with regional societies resulted in publication of manuscripts and discussions held at these meetings. With the growing emphasis in professional societies being groped around specific medical interests rather than those organized by geographical proximity, AJOG will continue to receive manuscript submissions, but will limit

affiliations to those organizations serving a specific medical or scientific interest. The Editor of Scientific Proceedings Report will be added to the agenda of the first business meeting.

Program Committee 2019- Caryl Reinsch (Program Chair 2019) reviewed preliminary plans for the 2019 program in San Diego

Arrangement Committee 2019- Ron Reinsch has visited the resort at Rancho Bernardo, San Diego. A site visit is planned later this year after the Annual Meeting.

Industry Liaison Report Bob Israel contacted 63 companies for support. 23 had agreed to exhibit and two will provide educational grants. The Board decided that member's e-mails will not be provided to vendors. A motion to amend the bylaws was discussed, "An Industry Committee shall be formed with 1 to 2 members from each Caucus (nominees to be submitted by the Caucus Chairs and vetted by Bob Israel). The members shall serve staggered 5-year terms. During discussion it was presented that finding additional people from each caucus to serve on another committee could be challenging for some caucuses. The motion passed unanimously

Audit Committee The four member audit committee "reviewed the financial records of PCOGS and have found the records well kept, accurate and complete." The Society finances are currently organized with Quicken software. It was recommended to look into using Quickbooks software to access more robust financial tracking and reporting features.

Audio Visual- 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 served as AV Manager. Tom Powers returned to this role in 2017.

Society Administrator Report Linda Hinrichsen announced that her last meeting as Administrator will be in 2020 after more than three decades of service to the Society. Daniella Esquivias, candidate for the position, is attending the meeting through the first business meeting for exposure to the responsibilities of the position during the meeting.

UNFINISHED BUSINESS

Review bylaws amendment recommendations

PROPOSED AMENDMENTS TO THE BYLAWS

Amend Article I, Section 3, (e), Selection of a Society Guest by striking out "However, the Guest will be required to attend the subsequent Annual Meeting following their approval and ranking as a Society Guest by the membership of the host Caucus and the Board of Directors as outlined in Article I, Section 3 (d) above. Under special circumstances this requirement to attend the subsequent annual meeting as a Society Guest may be waived with the Board of Directors approval" and adding "The Guest will become a Society Guest and their approval and ranking will occur as any other Society Guest. Nomination for Fellowship will occur as outlined in Article I, Section 3, (g)."

Explanation: This will allow a Guest that gives an early presentation to become a Fellow the same year as their presentation rather than having to wait an entire year.

<p>Current Wording Article I, Section 3 (e) Selection of a Society Guest</p>	<p>Proposed Amendment Article I, Section 3 (e) Selection of a Society Guest</p>	<p>If Adopted It Would Read Article I, Section 3 (e) Selection of a Society Guest</p>
<p>The Presentation delivered by special invitation as a Guest of the Board of directors shall meet the Society’s requirement for participation in the scientific program. However, the Guest will be required to attend the subsequent Annual Meeting following their approval and ranking as a Society Guest by the membership of the host Caucus and the Board of Directors as outlined in Article I, Section 3 (d) above. Under special circumstances this requirement to attend the subsequent annual meeting as a Society Guest may be waived with the Board of Directors approval.</p>	<p>The Presentation delivered by special invitation as a Guest of the Board of directors shall meet the Society’s requirement for participation in the scientific program. However, the Guest will be required to attend the subsequent Annual Meeting following their approval and ranking as a Society Guest by the membership of the host Caucus and the Board of Directors as outlined in Article I, Section 3 (d) above. Under special circumstances this requirement to attend the subsequent annual meeting as a Society Guest may be waived with the Board of Directors approval. <u>The Guest will become a Society Guest and their approval and ranking will occur as any other Society Guest. Nomination for Fellowship will occur as outlined in Article I, Section 3 (g).</u></p>	<p>The Presentation delivered by special invitation as a Guest of the Board of directors shall meet the Society’s requirement for participation in the scientific program. The Guest will become a Society Guest and their approval and ranking will occur as any other Society Guest. Nomination for Fellowship will occur as outlined in Article I, Section 3 (g).</p>

The Amendment was unanimously approved by the Board and will be brought to the general membership for voting

Amend Article VI, Section 9. Historian by striking out “The Historian shall prepare a summarization of each Annual Meeting for the purpose of publication at five (5) to ten (10) year intervals as determined by the Board of Directors.”

Explanation: This proposed amendment matches the “current job description” of the Historian per Board approval.

Current Wording Article VI Section 9. Historian	Proposed Amendment Article VI Section 9. Historian	If Adopted It Would Read Article VI Section 9. Historian
A Historian, to serve for an indefinite period, shall be appointed by the newly installed President whenever a vacancy in that office exists. The Historian shall prepare a summarization of each Annual Meeting for the purpose of publication at five (5) to ten (10) year intervals as determined by the Board of Directors.	A Historian, to serve for an indefinite period, shall be appointed by the newly installed President whenever a vacancy in that office exists. The Historian shall prepare a summarization of each Annual Meeting for the purpose of publication at five (5) to ten (10) year intervals as determined by the Board of Directors.	A Historian, to serve for an indefinite period, shall be appointed by the newly installed President whenever a vacancy in that office exists.

The Amendment was unanimously approved by the Board and will be brought to the general membership for voting.

NEW BUSINESS

Nominating Committee with staggered 5-year terms

Outgoing President, Chair David Lagrew

SF	Meg Autry	replace @ 2020 meeting
Portland	Martha Goetsch	replace @ 2021 meeting
Los Angeles	Mark Incerpi	replace @ 2012 meeting
Seattle	Lee Hickok	replace @ 2018 meeting
San Diego/AZ	Marilyn Laughead	replace @ 2019 meeting

Program Committte with staggered 5-year terms, replace at annual meeting

SF	Andy Coombs	replace @ 2021 meeting
Portland	Aaron Caughey	replace @2022 meeting
Los Angeles	Marc Winter	replace @ 2023 meeting
Seattle	Lori Marshall	replace @ 2019 meeting
San Diego/AZ	Caryl Reinsch	replace @2020 meeting

Standing Rules Amendment for Appointment of Parliamentarian

The following amendment to the Standing Rules was proposed;

The President shall appoint a Parliamentarian. The Parliamentarian is a consultant who advises the president and other officers, committees, and members on matters of parliamentary procedure. If there is a fee involved, this fee will be approved by the Board of Directors. The Parliamentarian should be seated next to the President to be convenient for consultation.

The Amendment was unanimously approved.

Appointment of Parliamentarian

Marilyn Laughead was appointed to be PCOGS Parliamentarian

Personal guest invitations from outside the geographical area of the Caucus

Historically, invited guests live in the regional/contiguous area of the Society. This is a requirement for Caucus guests but not clearly stated for personal guests. This “wide net” approach for personal guest invitations seems reasonable since people are moving around so much. Discussion will continue at future Board meetings prior to presenting to the membership.

Establish policy / protocol for deceased member’s family attending annual meetings

Invitations can be extended (perhaps by Caucus Chairs or Caucus members) to deceased member’s families if they wish to attend the Annual meetings. The Board felt that registration and other fees should not be supported by the Society.

Review of Meeting expenses/costs for annual meetings

Glenn Huerta-Enochian is prepared to present an overview on the finances/cost of the annual meeting. This presentation is on the 1st business meeting agenda.

Review of Arrangements / Audit Committees

It was proposed that the Arrangement and Audit Committees have overlapping functions or be merged to allow meeting planners better awareness of financial constraints. This will be further discussed in future meetings.

Policy Protocol for reduced registration fees

To honor recently deceased members, a development fund was started. Its purpose is to encourage PCOGS membership by defraying registration costs for Caucus guests. In order for this fund to be solvent, a significant sum needs to be donated (at least \$40,000 to \$50,000). It will take time to build up this amount. The plan is to draw from interest income and not delete the principal funds. It was suggested that some of the current Memorial Funds donations should be diverted to this new fund.

Review of policy for staying off site

Members have been tempted to stay off-site at Air BnBs or discounted travel sites. This would adversely affect the total resort room counts/minimums that are required. The Board affirmed the current policy is to have a surcharge of \$100 per person for those staying off site.

Investment Committee Members- Jack Enbom and Martin Schwartz asked to be replaced on the Investment Committee. Serving on this committee would be a good experience for a potential Secretary/Treasurer.

Future Meetings-The 2019 Interim Board Meeting will be held on March 2, 2019 at the San Francisco Airport Westin.

The 2019 Annual Meeting will be held at the Rancho Bernardo Inn (SD/AZ host), October 23-27, 2019.

The 2020 Annual Meeting will be held at the Grand Wailea-Maui Hawaii (SF host), September 2-6, 2020.

The meeting was adjourned by President Lagrew at 6:07pm.