

PACIFIC COAST OBSTETRCAL AND GYNECOLOGICAL SOCIETY
MINUTES
Sun Valley Resort & Spa
Sun Valley, Idaho
FIRST ANNUAL BUSINESS MEETING
THURSDAY, September 29, 2016

TOPIC	DISCUSSION/ CONCLUSION/ RECOMMENDATIONS	ACTION PLAN/ PERSON RESPONSIBLE	STATUS
<p>I. Call to Order</p> <p style="padding-left: 40px;">Tribute</p> <p>Newly Elected Fellows</p>	<p>The 2016 PCOGS First Business Meeting was called to order by President Tom Powers at 1:06 pm.</p> <p>A moment of silence was observed to commemorate the passing of members; Richard Bashore (LA '71), James Caillouette (LA '69), Hampton Irwin (SEA '78), William E. Lucas (P '79), Daniel Mishell, Jr. (LA '81), Bill Parer (SF '88), Glen Rice (SEA '73) and Donald Wilcox SF '81). A memorial slide presentation was displayed.</p> <p>The newly elected 2015 Fellows were introduced. Seattle Caucus: Chirag Shah, Lora Shahine, Portland Caucus: None San Francisco Caucus: Kathryn Houston, Santosh Pandipati, Angelyn Thomas Los Angeles: Paola Aghajanian, Marc L. Winter SD/AZ; Millie Behera</p>	-All	Completed
<p>II. Approval of minutes</p>	<p>The following minutes were approved as distributed. First Board of Director's Meeting 2014 Second Annual Business Meeting 2014 Second Board of Director's Meeting 2014 Interim Board of Director's Meeting 2015</p> <p>Minutes of the 2016 First Board of Director's Meeting have been recorded. It will be transcribed and posted.</p>		
<p>III. Report of the Secretary-Treasurer</p>	<p>Secretary-Treasurer Fung Lam presented the general report;</p> <p>See attached PowerPoint presentation.</p>		
<p>IV. Report of the</p>	<p>Assistant Secretary Report- David Lagrew. 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</p>		

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<p>Assistant Secretary</p> <p>V. Report of the Editor of Scientific Proceedings</p> <p>VI. Report of the Industry Liaison Chair</p> <p>VII. New Business</p>	<p>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>Aaron Caughey, Editor of the Scientific Proceedings reported that; 22 oral presentations and twelve posters were presented at the 2014 PCOGS annual meeting. Of these, 9 were submitted to the American Journal of Obstetrics and Gynecology (AJOG). 4/9 (44%) were accepted for publication in the July AJOG. One additional paper has been accepted to J. MFM & Neonatal Medicine. This is 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 2012 and 2013 submissions.</p> <p>The Membership Track Breakfast was highlighted.</p> <p>Bob Israel, Industry Liaison Chair: at the time of this report and we have received payments from 18 exhibitors (20 expected), 4 CME grants for a total of \$40,000+.</p> <p>Policy Amendment:</p>		<p>Completed</p>

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	<p>Sexual Harassment Policy- Presented by Phil Patton;</p> <p>It is the policy of the Pacific Coast Obstetrical and Gynecological Society that the workplace, meetings, and society activities are conducted in an environment free from sexual harassment. This policy applies to all attendees at Society activities, including members, speakers, students, guests, staff, contractors, exhibitors, and volunteers. The Pacific Coast Obstetrical and Gynecological Society strongly disapproves of offensive or inappropriate sexual behavior and participants must avoid any action or conduct which could be viewed as sexual harassment. Sexual harassment is defined by the Equal Employment Opportunity Commission (EEOC) as any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature, when: (1) submission to the harassment is made either explicitly or implicitly a term or condition of employment or membership ; (2) submission to or rejection of the harassment is used as the basis for employment or membership decisions affecting the individual; or (3) the harassment has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.</p> <p>Any employee or Society participant who has a complaint of sexual harassment by anyone, should first clearly inform the harasser that his/her behavior is offensive or unwelcome and request that the behavior stop. The Society strongly urges reporting of all incidents of harassment, regardless of the offender's identity or position by contacting the Caucus Chair and/or a member of the Board of Directors, who can be reached at (contact <u>members only site</u> at www.pocgs.org). If deemed necessary by those experiencing harassment, the Board of Directors/Caucus chair will assist in contacting convention center/hotel/venue security or local law enforcement. He or she is not required or expected to discuss the concern with the alleged offender. All complaints will be treated seriously and be investigated promptly. Confidentiality will be honored to the extent permitted as long as the rights of others are not compromised.</p> <p>If the Caucus Chair and or Board Member knows of an incident of sexual harassment, they shall take appropriate remedial action immediately. If the alleged harassment involves any types of threats of physical harm to the victim, the alleged harasser may be immediately suspended or expelled from the Society. All complaints will be investigated by the Pacific Coast Obstetrical and Gynecological Society Board of Directors. The Board of Directors will name an impartial investigator, usually a Society Officer or Caucus member. Any named investigator who believes they have a conflict of interest should not serve as an investigator. In most cases, the complainant will be interviewed first and the written complaint reviewed. If the complainant has not already filed a formal complaint, he or she should be asked to do so. The details of the complaint should be explained to the alleged offender by the investigator. The alleged offender should be given a reasonable chance to respond to the evidence of the complainant and to bring his or her own evidence. If the facts are in dispute, further investigatory steps may include interviewing those named as witnesses. If, for any reason, the investigator is in doubt about whether or how to continue,</p>		

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	<p>he or she will seek appropriate counsel. When the investigation is complete, the investigator should report the findings to the Board of Directors. If the investigation supports charges of sexual harassment by the Board of Directors, disciplinary action against the alleged harasser will take place and may include suspension, expulsion, or other disciplinary actions. If the investigation reveals that the charges were brought falsely and with malicious intent, the charging party may be subject to disciplinary action, including termination or expulsion by the Board of Directors.</p> <p>The general membership voted the policy amendment for approval with no dissenting votes.</p> <p>Bylaws/Standing Rules Change Recommendations</p> <p>Secretary/Treasurer Lam presented the Bylaws / Standing Rules Change Recommendations.</p> <p>Article I Membership Section 3(e)</p> <p>The presentation delivered by special invitation as a Guest of the Board of Directors <i>shall</i> meet the Society’s requirement for participation in the scientific program. <i>However</i>, the guest will be required to attend the subsequent Annual Meeting following the 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, <u>Under special circumstances this requirement to attend the subsequent annual meeting as a Society guest may be waived with the Board of Directors</u> approval.</p> <p>The general membership voted the bylaws change for approval with no dissenting votes.</p> <p>Article I. Membership Section 2 (a)</p> <p>Each Regional Area shall have a membership consisting of the Fellows, residing in that area or a contiguous area. <u>Retired Fellows of the Society may choose to remain in the regional area they participated in as Active Fellows or choose to join the caucus in which they newly reside.</u> No Regional Area shall have fewer than five (5) members. The membership in each Regional Area shall be designated as a Regional Caucus and each shall have a Chairman elected by the Fellows in that Caucus. A Fellow shall serve as Caucus Chairman for no more than one three (3) year term in office.</p> <p>The general membership voted the bylaws change for approval with no dissenting votes</p>		

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	<p>Standing Rules</p> <p>1) If not provided gratuitously by the meeting facility, the Society will bear the cost of housing for the President, Secretary-Treasurer, Program Chairperson, Editor of the Scientific Proceedings, the Photographer, the Chairperson of the Industry Liaison Committee, the Chairperson of the Arrangements Committee and the Audio-Visual Manager during the Annual Meeting. The Secretary-Treasurer’s dues and meeting registration as well as reasonable and customary meeting travel expenses will be reimbursed by the Society.</p> <p>The general membership voted the bylaws change for approval with no dissenting votes</p> <p>Jim Macer presented an overview of the 2017 Annual meeting venue to be held 1t the J.W. Marriott Desert Springs Resort, Palm Desert (October 31 to November 5, 2017).</p> <p>Frank LeCocq Lifetime Achievement Award</p> <p>John A. Enbom was presented the 2016 Frank LeCocq Lifetime Achievement Award For his outstanding contributions and service to the Society.</p>		
VIII. Adjournment	The meeting was adjourned at 1:40 pm by President Powers.		

Respectfully submitted,

Fung Lam M.D.

recorded 9/29/2016 Revised 3/10/2017-LH EDITED 03 10 17

Fung Lam, M.D.
Secretary-Treasurer

Date