**AOAO CME Committee Minutes**

**Friday, October 16, 2015**

**The Broadmoor, Colorado Springs, CO**

Participants: Dr. Dennis Blackburn, Chair; Dr. Steven Morton, Vice Chair; Drs. Mike Chabot, Sean McMillan, Madhu Rao, Lee Vander Lugt, Anthony McPherron, Thomas Hoeft, Wade Faerber, Michael Schmidt, Mark Tressler, Scott Nemec, Robert Marsh, Adam Dann, Joseph Rosenblatt, Mrs. Joye Stewart.

Dr. Blackburn reviewed the committee’s charge for overseeing the conferences and making sure the speakers and moderators are in place for the 2016 Postgraduate Seminar by December 1, 2015. The program and registration were released to members before this Annual Meeting. He also reviewed the importance of the Needs Assessment statement. It is an AOA requirement of CME Sponsors to provide this information to show why the lectures are relevant. At least 1-2 references are required, with links to the articles, and the AOA Core Competencies must be addressed in the statement. Joye will send an example to the committee.

The committee then discussed who will be responsible for which sessions during the 2016 Annual Meeting. A deadline of March 1, 2016 was established for the submission of lecture topics for the Annual Meeting. Dr. Blackburn asked the committee to start thinking about which sessions they wish to handle. Dr. Marsh will oversee the Foot and Ankle session, the moderator will be Dr. Dan Cuttica. Dr. Faerber volunteered to oversee the Sports session, Dr. Morton will cover the Trauma session and Dr. Chabot will cover the Spine sessions. Assignments are still needed for the Hand, Pediatrics, Shoulder and Elbow and one General Session.

There was discussion about having access to members who completed fellowships. Dr. Blackburn explained there is now a web page with this information that the committee may use. This information is updated in real time when a member provides it through the Member Profile on the AOAO website. Joye will provide the link to the web page, as well as a link to the Annual Meeting evaluation results.

A follow up teleconference was scheduled for Monday, November 16, 2015 at 8:00pm EST.