**AOAO CME Committee Teleconference Minutes**

**Monday, November 16, 2015**

Participants: Dr. Dennis Blackburn, Chair; Dr. Steven Morton, Vice Chair; Drs. Mike Chabot, Adam Dann, David Harkins, Sean McMillan, Lee Vander Lugt, Terrence Philbin, Joseph Rosenblatt, Marc Tressler, Mrs. Joye Stewart.

The teleconference was called to order by Dr. Morton at 8:06 p.m. EST.

**Finalize AZ Meeting "Contemporary solutions to age old problems"**

After confirming that Dr. Ruggles will be the moderator for the Pediatric Session and that Dr. Richard Crank will moderator the Adult session, Mrs. Stewart reminded the committee that the deadline for speakers is December 1. A question was raised about whether or not the moderator, if different from the committee member, could change the topics within the session that has already been published. After discussion, the consensus was to allow changes as long as the topic is relevant to the session.

75th  Anniversary Meeting -2016

Dr. Blackburn asked that topics for each session be provided by February 1, 2016 so registration can be opened by the April Postgraduate Seminar. There was discussion about the theme and types of lectures for this meeting. It was suggested that standard practice guidelines be included and that surgeon from each specialty speak as a DO pioneer about the way techniques were handled in the past. There could also be a surgeon to speak about techniques currently being done - “Where were we, where are we now”. It was also suggested to include how federal policy affects orthopedic practice. It was also suggested that each speaker could provide past and present for each topic – and include literature to support it. Both of these options would be up to the session moderator.

The committee was reminded to review evaluation topics. Dr. Blackburn asked the committee to review the evaluation results from the 2015 Annual Meeting that was provided with the call agenda, and send suggestions by email. Also, if anyone talks with someone who is interested in helping, send their name and email to Mrs. Stewart and Dr. Blackburn.

**Needs Assessment**

A question was raised about whose responsibility it is to develop the needs assessment document. Dr. Blackburn suggested the moderator do the needs assessment, but if help is needed the committee member should help.

Mrs. Stewart will send the complete needs assessment document that was submitted to the AOA to the entire committee, for additional examples.

**Informational Slides at Meetings**

There was some discussion about advertising future meetings and other information on slides shown during sessions at meetings. Dr. Blackburn suggested that if anyone has information they want to share, they should send the information to include in meeting slides to Mrs. Stewart.