

SECRETARY-GENERAL'S REPORT
to the House of Delegates and Executive Committee
at IX Congress of the I.A.A., Buenos Aires, October 1976

The duties of Secretary-General as spelled out in the Constitution are now largely handled by our Montreal Secretariat, including membership lists, records, and meeting notices. However, one does not serve in the capacity of Secretary-General very long before finding that it is a busy and interesting job, and that the activities are too numerous and varied to be delineated by the Constitution.

The letters, phone calls, and memos arriving at the Secretary-General's desk from individual members, organizations, and our own Secretariat result in three main categories of activity: 1) supplying information; 2) relaying messages and material; and 3) coordinating I.A.A. work.

Supplying meaningful information in a reasonable length of time demands knowledge of the Constitution and by-laws, as well as that of procedure established by precedent. Material passed on to me by our former secretary, Carl Arbesman, was often most helpful in this regard, not only minutes of prior meetings, but the exchanges of letters concerning myriad matters. With full knowledge that this is not a policy-making office, the secretary can still make decisions based on the Constitution and prior established procedures.

The sorting or triage activities consist of forwarding inquiries that need to be handled by a certain officer or committee.

Since the secretary receives copies of most of the correspondence of the officers and committee members, he is in a position to see the relationship of these various activities and to expedite their coordination without in any way influencing their qualitative nature.

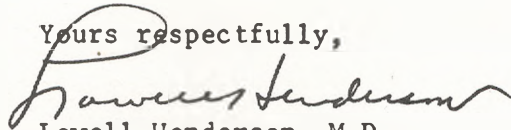
At the Tokyo Congress it was voted that the Secretary-General should assemble and edit a newsletter each year. This I did for 1974 and 1975, although the distribution of the latter was inadvertently delayed for a number of reasons beyond my control. We have received many favorable comments concerning the concept of the newsletter, as well as for the newsletter itself. I believe that this has helped promote the desired goal of more cohesiveness of our society and should be continued if we can afford it. I personally enjoyed this effort, since it gave me an opportunity to become better acquainted with many of you and your respective organizations. See Appendix I for details about the newsletter activity.

The Secretary-General was also assigned the duty of arranging group travel to the IX Congress when it was decided that the I.A.A. would sponsor such an activity. This I did as spelled out in Appendix II.

All of the above has made this an interesting triennium for me, and I wish to thank the I.A.A. for honoring me with this opportunity. In closing this report I would like to make a few comments: 1) Sue Edwards and the Secretariat

provide the kind of service that this Organization needs and which cannot possibly be handled as adequately and efficiently by the Secretary-General and Treasurer. As a result of her nine years' experience with the I.A.A., she has recommended that we consider utilizing her firm for additional services, and I concur with these recommendations up to the point that our finances will allow. 2) A check list of items assembled on the basis of experience of prior Congress Organizing Committees should be passed along to each succeeding Congress Committee as recommended by my predecessor. 3) A plan should be devised for the Secretary-General to handle expeditiously any inquiries and requests for registration material for the next Congress. I often responded directly to persons in North America, and referred the letters of inquiry from the rest of the world to the Organizing Committee, which resulted in a considerable time lag in getting this information back to the person inquiring. 4) Since delay in Customs, U.S. not excluded, was such a large factor in dissemination of information about the Congress as well as the newsletter, this area needs to be carefully explored before we attempt to mail or ship any bulk material during the next triennium. It would seem highly desirable to have everything possible printed and mailed directly from our Secretariat.

Yours respectfully,



Lowell Henderson, M.D.
Secretary-General, I.A.A.

THE NEWSLETTER

Appendix I

In preparing for the first newsletter in September 1974, I mailed a request for news to the President and Secretary of each member society. Your response was heartwarming. I was deluged with material in the form of letters, pamphlets, journals, and even a book. With Dr. Max Samter's help, I edited this in December. The newsletter, which we finally reduced to six pages, was printed and mailed in February 1975. The original plan as passed by the House of Delegates was to ship this bulk to each society and have it remailed separately to members. However, we found that this would cost \$2,200, while for \$2,400 it could be mailed directly to each member. Thus, for an extra \$200 we saved the mailing costs for each society to its individual members, as well as getting the newsletter to each member more quickly.

In 1975 I initiated the same procedure, sending a form letter to our Secretariat in September to be sent to the officers of each society requesting news. It was not until 11 months later that the newsletter was received by the members. The delay started with a Canadian postal strike of unprecedented length, but despite that, your quick responses to our late request for news resulted in my having the material to edit in early March, again with Doctor Samter's help. This was promptly printed and ready for distribution about the

time that a mailing from Buenos Aires concerning the IX Congress was planned. It was decided to send them out together, and the material was shipped bulk to Buenos Aires via New York. It was held for weeks by Customs in both countries, which resulted in your delayed receipt of Congress material, as well as the newsletter.

GROUP TRAVEL TO IX CONGRESS, BUENOS AIRES, OCTOBER 1976

Appendix II

The delegates of the VIII Congress at Tokyo voted that the I.A.A. should sponsor group travel to the IX Congress in Buenos Aires, and that the Secretary-General should be responsible for overseeing this activity.

Doctor de Weck of Switzerland assumed the responsibility of arranging travel from Europe, and since the other countries were widely dispersed, my job amounted to arranging travel for North America. I did not feel that the choice of agents should be mine alone, and since this was an I.A.A. sponsored affair, I asked the North American members of the I.A.A. Executive Committee to act as an ad hoc committee. Salazar-Mallen of Mexico did not feel likely that he and his association would be interested in this, but the others from North America, including Samter, Arbesman, and Freedman, agreed to serve. They had all had some experience in one way or another with travel to prior meetings. We received six plans with tentative prices, and these were distributed, studied, and voted on independently by each person.

Excellent plans were offered by four different groups, and the Don Agency of New York was finally selected on the basis of their experience with several medical meetings in Buenos Aires, in which they had worked with Coninter, the same local agency selected by the Organizing Committee of the IX Congress.

There have been many problems related to this effort, none of which I can ascribe primarily to the Don Agency. Indeed I have found them most friendly and accommodating, despite many untoward developments. One mailing was delayed because of a shortage of covers to be supplied by the Argentine Airline. Another was delayed while the Organizing Committee awaited mailing labels that had been sent from our Secretariat that were never received. Political and economic instability has resulted in smaller registrations from North America and Europe, and many cancellations of earlier registrations.

Assuming that those who do take advantage of these group travel plans are satisfied with the results, I feel it would be reasonable to plan again for I.A.A. sponsored group travel to the next Congress.