ARO Long Range Planning Committee (LRPC) Meeting Minutes

Date: June 12, 2025
Attendees: Bonnie Lau (Chair), Kristin Johnson, Ed Rubel, Matt Kelley, Larry Hoffman, Tal Teitz, Catherine Weisz, Emma Holmes, Aynur Aliyeva, Jonathan H. Siegel, Elika Fallah, Ross Williamson, Bjorn Herrmann, Avril Genene Holt, Suhua Sha, Ksenia Gnedeva

1. Welcome and Introductions

Summary:
Bonnie Lau opened the meeting by welcoming attendees and initiating introductions, especially for new members. Each participant shared their name, affiliation, and research focus. The committee includes a diverse group of professionals from institutions across the U.S., Canada, the UK, and Turkey, with expertise ranging from cochlear mechanics to auditory neuroscience and ENT surgery.

Decisions Made:

- Committee members introduced themselves and confirmed attendance.
- Elika Fallah was identified as a liaison for the spARO group.

Action Items:

- Kristin Johnson to confirm and contact assigned spARO representatives.
- Bonnie Lau to resend the Google Doc link for collaborative note-taking.

2. Midwinter Meeting Survey Review and Executive Summary Planning

Summary:
The committee reviewed the executive summary compiled by the Executive Office. The group discussed strategies for analyzing the large volume of qualitative data, including using AI tools to identify common themes. Members volunteered to review specific questions and compare AI-generated summaries with raw data to ensure accuracy and context.

Decisions Made:

- AI will be used to generate initial summaries of open-ended survey responses.
- Committee members will manually review and validate AI summary
- Survey responses will be divided among members for efficient analysis.

- Broader questions will be handled by LRPC; committee-specific questions will be redirected to respective committees.

Action Items:

- Kristin Johnson to generate and distribute AI summary.
- Bonnie Lau to assign survey questions to committee members.
- Committee members to review assigned questions and provide feedback.
- Bonnie to resend the collaborative Google Doc and ensure access.

3. Strategic Planning Preparation

Summary:
The committee began preparations for ARO's upcoming strategic planning cycle. Catherine Weisz provided an overview of the previous strategic planning process, including the use of SWOT analysis and the development of three major goals. Members discussed the importance of updating the SWOT analysis to reflect current challenges and opportunities. The committee emphasized the need for input from other committee chairs and representatives.

Decisions Made:

- The committee will recommend that a new SWOT analysis be conducted, led by PMG.
- The committee will recommend that committee chairs will be invited to participate in strategic planning discussions.

Action Items:

- Bonnie Lau to attend the Council meeting and advocate for a new SWOT analysis.

4. Discussion on Award of Merit Committee Structure

Summary:
Ed Rubel raised concerns about the restructuring of the Award of Merit selection process, which was previously handled by a dedicated committee. He suggested reinstating a separate committee to ensure historical perspective and appropriate recognition of lifetime achievements. The group discussed the rationale behind the change and agreed to gather more information before making a recommendation.

Decisions Made:

- The committee will explore the historical context and rationale for the restructuring.
- A recommendation may be submitted to Council if findings warrant a change.

Action Items:

- Bonnie Lau and Ed Rubel to meet with the Chair of the Awards Committee.
- Kristin Johnson to review past bylaws and policy manuals for relevant documentation.
- Committee to review survey feedback related to awards.

Summary

The meeting focused on three major areas: welcoming new members, reviewing the Midwinter Meeting survey and planning the executive summary, and preparing for strategic planning. The committee also discussed the structure of the Award of Merit selection process and considered potential improvements. Members volunteered to assist with survey analysis and strategic planning, emphasizing collaboration and thoughtful review.

Decisions Made (Consolidated)

- AI summaries will be used to analyze open-ended survey responses.
- Survey questions will be divided among committee members for review.
- The committee will recommend that a new SWOT analysis be conducted for strategic planning.
- The committee will recommend that committee chairs will be invited to participate in strategic planning.
- The structure of the Award of Merit selection process will be reviewed.

Action Items (Consolidated)

- **Kristin Johnson**: Generate AI summaries; confirm SPARO representatives; distribute strategic planning resources; review bylaws and policy manuals.
- **Bonnie Lau**: Resend Google Doc link; assign survey questions; attend Council meeting; coordinate meeting with Awards Committee Chair.
- **Committee Members**: Review assigned survey questions; validate AI summaries; contribute to strategic planning discussions.