



ASSOCIATION OF PROGRAM COORDINATORS IN RADIOLOGY

Member Meeting 1

Monday, May 8, 2017

4:00 PM – 5:30 PM

Diplomat Resort

Hollywood, FL

I. Call to Order

Sally Jones, President, called the first member meeting of the APCR 17th Annual Meeting to order at 4:10 pm. Agenda and meeting materials were emailed to the membership prior to the meeting.

Sally acknowledged the hard work of the RSNA staff and introduced Merryn Young, RSNA Customer Service and Membership Manager. Merryn offered thanks to all the program coordinators for their hard work on behalf of the RSNA, and extended a special welcome to all members. As a show of appreciation, RSNA will provide the refreshments during the APCR Committee Meetings.

II. Approval of March 29, 2016 Minutes

Motion: A motion was made and seconded to accept the March 29, 2016 meeting minutes as written.

Action: The motion was passed.

III. Officer's Reports

A. President's Report – Sally Jones

The 2017 President's report was distributed to all members via email. It was also posted to the website, and in the APCR meeting app.

Members were reminded of the raffle to be held at the end of the member meeting.

Sally acknowledged the new members and extended a special welcome.

B. President-Elect Report – Sylvia Zavatchen

Sylvia Zavatchen reviewed the agenda for the upcoming meeting.

In particular, Sylvia noted:

- i. All members are welcome to attend the Beer & Pretzel reception this evening
- ii. Dr. Paul Putman will be presenting three sessions, Myers-Briggs Workshop Part 1 and 2: How understanding perception and judgement can make you more successful as a program coordinator or manager; Group Dynamics: Understand, influence, and improve group dynamics during PEC, CCC, and other meetings
- iii. Members should spread out when seating themselves during the Program Coordinator Knowledge Competition during the first member lunch. This will help ensure a mix of novice and experienced members at each table.
- iv. There will be table sprays on various tables in the breakfast hall, signaling the presence of other coordinators.

C. Secretary-Treasurer’s Report – Joseph Stuckelman

The financial statement for the fiscal year ending in September 2016 reflects revenue, expenses and net assets as summarized below:

Total Revenue	\$ 15,850.00
Total Expenses	\$ 14,830.00
Excess of Revenue over Expenses	\$ 1,020.00
APCR net assets for 2016	\$ 109,150.00

IV. New Business

A. APCR Yapp Mobile Meeting App

Joseph Stuckelman introduced the APCR mobile meeting app, built on the Yapp platform.

- i. Joseph provided instructions on accessing the app and loading onto mobile devices.
- ii. Joseph acknowledged the help of Basia Nowakowski, who created an instructional video.
- iii. Joseph informed the membership that Basia and he would be serving as app ambassadors and be on hand throughout the conference to help people as needed.

B. Joseph reminded everyone to complete the AUR session and conference evaluations, in order to generate a certificate of attendance from the AUR.

C. Recognition of new members – Sylvia Zavatchen

New members were announced and welcomed by the APCR membership. A group photo of the new members was taken by the Archives Committee designated photographer.

V. Nomination of New Board Members – Marleen Viola

- A.** Jacqueline Williams was nominated as Secretary/Treasurer
- B.** Janet Palmer, Amanda Easton, Rose Alden, and Tina Rapstine were nominated as Board Member-at-Large
- C.** Basia Nowakowski and Melinda Parangan-Chu were nominated as Alternate Board Members
- D.** The motion was seconded
- E.** The members approved the nominations by a voice vote

VI. Presentation of Awards and Gifts – Amanda Easton

Five-year committee service awards were presented as follows:

Marleen Viola Chair, Mentorship Committee

A Dedication and Service Award was awarded to Sally Jones.

VII. Sally Jones passed the gavel to the new president, Sylvia Zavatchen

VIII. A drawing was held to award door prizes to the following members:

- A.** Avery Robinson – University of South Alabama
- B.** Pat Clayton – New York University

IX. Adjournment

Motion: It was moved and seconded to adjourn the meeting at 4:45 PM.

Action: The motion passed.

Respectfully submitted by:
Joseph Stuckelman