



ASSOCIATION OF PROGRAM COORDINATORS IN RADIOLOGY

Member Meeting 1
Monday, May 7, 2018
3:00 PM – 4:30 PM
Omni Resort
Orlando, FL

I. Call to Order

Sylvia Zavatchen, President, called the first member meeting of the APCR 18th Annual Meeting to order at 3:00 pm. Agenda and meeting materials were emailed to the membership prior to the meeting.

Sylvia announced that in appreciation of all the program coordinators for their hard work on behalf of the RSNA, the RSNA is providing refreshments to the APCR at AUR 2018.

Sylvia recognized the APCR founding members who are still active in APCR.

II. Approval of May 8, 2017 Minutes

Motion: A motion was made and seconded to accept the May 8, 2017 meeting minutes as written.

Action: The motion was passed.

III. Approval of Proposed Amendments to the Rules of Operation

On behalf of the Rules Committee, Sylvia Zavatchen presented a motion to accept the amendments to the Rules of Operation. The motion was seconded and passed.

IV. Officer's Reports

A. President's Report – Sylvia Zavatchen

The 2018 President's report was distributed to all members via email. It was also posted to the website, and in the APCR meeting app.

- The approval of *Electronic Voting* enables us to make more timely changes.
- Members were reminded of the door prize drawing to be held at the end of the member meeting.
- Sylvia acknowledged the new members and extended a special welcome.

B. President-Elect Report – Joseph Stuckelman

Joseph Stuckelman reviewed the agenda for the upcoming meeting. Joseph noted:

- All members are welcome to attend the Beer & Pretzel reception this evening
- We have two joint sessions with ACR RLI speakers
- Members should spread out when seating themselves during the Program Coordinator

Knowledge Competition during the member lunch. This will help ensure a mix of novice and experienced members at each table.

- 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 reflects revenue, expenses and net assets as summarized below:

| | |
|---------------------------------|---------------|
| Total Revenue | \$ 14,131.00 |
| Total Expenses | \$ 13,227.00 |
| Excess of Revenue over Expenses | \$ 905.00 |
| *APCR net assets for 2017 | \$ 101,194.00 |

*As of 6/30/2017 which was the most recent data available at the time of this meeting

V. New Business

A. APCR Yapp Mobile Meeting App

Joseph Stuckelman introduced the APCR mobile meeting app, built on the Yapp platform in use for a second time following successful use in 2017.

- Joseph provided instructions on accessing the app and loading onto mobile devices.
- Joseph acknowledged the help of Misty Lilly, who loaded everything onto the app
- Joseph informed the membership that Misty would be serving as app ambassador and will 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

34 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.

VI. Nomination of New Board Members – Sally Jones

- Amanda Easton was nominated as Secretary/Treasurer
- Kelly Aronson was nominated as Board Member-at-Large
- Tina Hunter was nominated as Alternate
- LaToya Wright was nominated as Alternate

The motion was seconded. The members approved the nominations by a voice vote

Sylvia encourages all to take an active role in our organization

VII. Presentation of Awards and Gifts – Amanda Easton

Five-year committee Chair service awards were presented as follows:

Sylvia Zavatchen Chair, Membership Committee

Sally Jones Chair, Survey Committee

Outstanding Coordinator Award was presented to Tina Rapstine.

The Dedication and Service Award was presented to outgoing President Sylvia Zavatchen.

VIII. Sylvia Zavatchen passed the gavel to the new president, Joseph Stuckelman

Our new president encourages everyone to attend everything at AUR

- IX. A drawing was held to award \$50 Amazon gift card door prizes to the following members:
 - A. Lee Brauer - University of Chicago
 - B. Jennifer Monks - WMC at New York Medical College

X. **Adjournment**

Motion: It was moved and seconded to adjourn the meeting at 4:30 PM.

Action: The motion passed.

Respectfully submitted by:

Janet Palmer



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Member Meeting 2
Wednesday, May 9, 2018
11:00 AM – 12:00 PM
Omni Resort
Orlando, FL

I. Call to Order

Joseph Stuckelman, President, called the second member meeting of the APCR 18th Annual Meeting to order at 11:00 am.

Joseph announced that the second member meeting would include APCR Committee reports delivered by the Committee Chairs, the announcement of the APCR member photo site, and door prize drawings.

II. Committee Reports- Provided by Committee Chairs

A. Archives Committee – LaToya Wright

The Committee's goals for the upcoming year include:

- Instituting biannual email communication with Committee members
- Reviewing GoogleDrive and developing an archive diagram for organizational purposes
- Collecting and downloading photos from the current AUR meeting

B. Awards Committee – Amanda Easton

Based on feedback from APCR members, the Committee will work to develop a second Coordinator of the Year award that acknowledges a Coordinator who may not be as involved in APCR but who is recognized by their program and/or peers as an exceptional Coordinator. The award will closely mirror the ACGME Program Coordinator Award process.

C. Electronics Committee – Joseph Stuckelman

Committee Chair Joseph Stuckelman introduced his co/Chair Mistey Lilley

- Provided update on the reorganization of the APCR website and involvement of RSNA (which manages the APCR website)
 - Indicated that the Committee will start sorting through pages to determine which resources are out of date or still relevant
- Reported that the Yapp app continues to be a big success with member support and enthusiasm
- Goal of reviewing GoogleDrive and cleaning up files; perhaps create a file for each Committee with edit access for the Chairs

D. Fellowship Committee – Melinda Paragan-Chu

Report on discussion from Committee Member meeting and goal to set-up quarterly meetings

E. Long Range Planning Committee – Sylvia Zavatchen

The Committee's goals for the upcoming year include:

- Completing the online Program Coordinator Handbook
- Planning and hosting extra-curricular activities for the 2019 AUR Annual Meeting

F. Mentoring Committee – Basia Nowakowski

The Committee's goals for the upcoming year include:

- Reaching out to all new Coordinators who have requested a mentor
- Touching base quarterly with Committee members
- Having mentors check in with mentees on a quarterly basis, particularly for the major events in the academic cycle

G. Rules Committee – Kathy Dixon

Provided update on amendments that were approved by the membership at the May 2018 Business Meeting. Amendments included: Amendment 1 to Article III.A, Amendment 2 to Article VI.13, Amendment 3 to Article VI.15, Amendment 4 to Article VI.16, Amendment 5 to Article VI, and Amendments 6 & 7 to Articles V.A. and VIII

H. TAGME Committee- Kathy Dixon

Provided update from May 2018 Business Meeting in which the membership approved the amendment of the Committee description in the Rules of Operation to remove the function that requires the Committee to “advocate for assessment processes allowing specialty certification in Diagnostic Radiology, in addition to TAGME’s global GME certification.” The TAGME Board of Directors has decided that only global certification will be offered and specialty certification will no longer be considered.

I. Scholarship Committee – Rose Aldean

- Provided updates from the May 2018 Business Meeting in which:
 - the membership approved a second \$2000 scholarship that will be earmarked for a new coordinator with less than 2 years of experience
 - the membership approved a travel scholarship of up to \$2000 for the President-Elect to attend the Program Planning Meeting held at RSNA provided his/her institution elects not to fund the trip
- Reported that 2018 scholarship was award to Debbie Kenneybrew
- Indicated that in an effort to increase applications, the Committee was considering having its members email APCR members in their region

J. Survey Committee- Hollie Medina

The Survey Committee will now be chaired by Hollie Medina with former Chair, Sally Jones providing guidance and support as needed.

Report on surveys sent since the last Annual AUR Meeting and intended cycle for upcoming year.

K. Wellness Committee – Kelly Aronson

Introduction of the newest APCR Committee and excitement to report on first meeting.

- Indicated that Committee members have a diverse knowledge base in wellness and business
- Stated that Committee is eager to push for Gatekeeper certification for members and will continue to explore this idea as the committee continues to become established
- Committee looked at short term and long term projects including: mission statement, schedule quarterly meetings, work to create wellness section in APCR newsletter, work with Survey Committee to create annual wellness survey, encourage gatekeeper certification, working on Coordinator Wellness Assessment.

III. APCR Group Photo

Joseph Stuckelman, President, announced that the 2018 APCR Member photo would be taken on the hotel stairs leading from the lobby to the pool at 11:45 pm. The photo would be immediately followed by the Board of Directors photo.

IV. Door Prize Drawings

- iPad Mini awarded to Gloria Jorge of SUNY Downstate
- Amazon Echo awarded to Anita McKenize of Walter Reed National Military Medical Center

V. Adjournment

Motion: It was moved and seconded to adjourn the meeting at 11:40 pm

Action: The motion passed.

Respectfully submitted by:

Amanda Easton



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Addendum A

Best Practices of APCR Membership Meeting: Thursday, May 10, 2018 from 8 am- 9 am in Augusta

Door Prize Drawing winners:

- \$50 Amazon Gift Card awarded to Glenna Clark of University of Iowa
- APCR Tumbler with Starbucks Gift Card awarded to Jane Rentas of Aventura Hospital in Aventura, FL
- APCR Tumbler with Starbucks Gift Card awarded to Natalia Moskaliuk of University of Pennsylvania

Respectfully submitted by:
Amanda Easton