



ASSOCIATION OF PROGRAM COORDINATORS IN RADIOLOGY

Member Meeting 1

Tuesday, April 9, 2019

3:00 PM – 4:00 PM (Eastern)

Hilton Baltimore Inner Harbor,
Baltimore, MD- Key Ballroom 12

Baltimore, MD

I. Call to Order

Joseph Stuckelman, President, called the first member meeting of the APCR 19th Annual Meeting to order at 3:00 pm.

Joseph acknowledged RSNA staff member Joan McMillan (RSNA Director of Customer Service and Membership) who announced that in appreciation of the program coordinators and their hard work, the RSNA is providing refreshments to the APCR at today's Member Meeting.

Joseph did a special shout out to RSNA, ACR, AIRP, and APDR for all their support of APCR.

II. Approval of May 7, 2018 Minutes

Agenda and meeting materials were emailed to the membership prior to the meeting.

Motion: A motion was made and seconded to accept the May 7, 2018 meeting minutes as written.

Action: The motion was passed.

III. Approval of Amendments to the APCR Rules of Operation

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

IV. Nominations

Joseph announced that in recent weeks there have been changes to the Board of Directors (BOD)- Rose Alden and Kelly Aronson will be leaving the BOD due to personal or professional reasons and we thank them for their service and wish them the best

On behalf of the Nominating Committee, Joseph presented a motion to accept the following nominations:

-Secretary-Treasurer: Basia Nowakowski

-Board Member-at-Large: Tina Hunter

-Board Member-at-Large: LaToya Wright

-Board Member-at-Large: Nilu Dorschner

-1st Alternate Board Member-at-Large: Katharina Wang

The motion was seconded and passed.

V. President Report – Joseph Stuckelman

The 2018 President’s report was distributed to all members via email with details of the busy year including committee reports.

VI. President-Elect Report – Janet Palmer

Janet Palmer reviewed the agenda for the upcoming meeting. Janet noted:

- We had our first APCR session this morning and it was well attended
- On Wednesday there will be the Future of Coordinator Leadership with Dr. Richard Gunderman and APCR member Katharina Wang presenting. Thursday will feature the Best Practices session with many APCR members presenting, a special Coordinator session with Felicia Davis from the RRC (including solicited questions that can still be submitted via the Yapp app), and the second member meeting. We will end on Friday with another presentation from Dr. Frank Lexa and member LaToya Wright along with her Chief Resident who will be presenting Facing the Future: Change Management in Radiology.
- We will also end Friday with the Foundation Course for new members. We are holding the session at the end of the meeting rather than the beginning (as in previous years) to avoid conflicting with APDIR
- Wednesday will feature the Program Coordinator Knowledge Competition during the member lunch. Janet reminded members to RSVP.
- On Wednesday and Thursday morning there will be two round table breakfast discussions.

VII. Secretary Treasurer’s Report – Amanda Easton

The financial statement reflects revenue, expenses and net assets as summarized below:

Total Revenue	\$ 17,500.00
Total Expenses	\$ 20,610.00
Excess of Revenue over Expenses	\$3,110.00
*APCR net assets for 2018	\$ 107,164.00

*As of 12/31/2018 which was the most recent data available at the time of this meeting

Budget item of note: \$10,000 was included in the FY19 budget for anticipated website design; decision made to budget large sum rather than individual project amounts

VIII. New Business

A. IR/DR Ad Hoc Committee

Joseph introduced the newly formed IR/DR Ad Hoc Committee approved at this year’s BOD meeting. Nilu Dorschner will chair the committee. Parties interested in joining the Committee should contact Nilu who will be trying to organize a meeting time at this year’s AUR (this meeting will be in addition to the impromptu session that took place at APDIR on Monday).

Lois Shuman will be steering the 20th Anniversary Celebration Committee. Interested parties can check out the ad-hoc committee at the upcoming Committee Meetings session- the group will meet in the 5:00 pm round.

IX. Presentation of Awards and Gifts – Amanda Easton

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

- Kathy Dixon Chair, Rules Committee
- Kathy Dixon Chair, TAGME Certification Committee
- Sylvia Zavatchen Chair, Long Range Planning Committee

Outstanding Coordinator Award was presented to Kelly Aronson. Don Hatley (AIRP) and Beth Meehan (ACR) presented the plaque and cash award from the American College of Radiology and American Institute of Radiologic Pathology.

X. New Member and New Attendee Welcome

On behalf of the Membership Committee, Tina Hunter welcomed new members who have joined since AUR 2018, as well as first time attendees.

It was announced that on behalf of the Archives Committee, LaToya Wright will take a photo of the new member group at the close of the 2nd Member Meeting on Thursday.

XI. Door Prize Drawing

A drawing was held to award \$50 Amazon gift card door prizes courtesy of Cincinnati University to the following members:

- A.** Katie Swaney- West Virginia University
- B.** Amy Spencer- University of Michigan

A drawing was held to award a JBL portable bluetooth speaker courtesy of Penn Medicine to the following members:

- A.** Iva Strollo- Cleveland Clinic, Cleveland, Ohio

Joseph also noted that APCR Coordinator t-shirts and sweatshirts were available for purchase throughout the meeting and that all proceeds go back to the APCR.

XII. Introduction and Installment of 2019-2020 President

Janet Palmer presented the Dedication and Service Award to outgoing President Joseph Stuckelman.

Joseph Stuckelman passed the gavel to the new president, Janet Palmer.

XIII. Adjournment

Motion: It was moved and seconded to adjourn the meeting at 3:37 PM.

Action: The motion passed.

Respectfully submitted by:
Amanda Easton



ASSOCIATION OF PROGRAM COORDINATORS IN RADIOLOGY

Member Meeting 2
Thursday, April 11, 2019
11:00 AM – 12:00 PM
The Hilton Baltimore
Inner Harbor
Baltimore, MD

I. Call to Order

Janet Palmer, President, called the second member meeting of the APCR 19th Annual Meeting to order at 11:10 am.

Janet 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 Archives Committee met and discussed:

- Putting together a work group to review the Google Drive (with member interest and input considered)
- Uploading a collection APCR historic photos (currently stored on CDs with Lois Shuman)

B. Awards Committee – Amanda Easton

The Archives Committee met and discussed adjusting the year of the current Outstanding Coordinator award to reflect the bridged years of service rather than just the start year of service (ex. 2018 vs. 2018-2019). This will go into effect for the next solicitation and award presentation.

C. Program Planning Committee – Amanda Easton

Next year's AUR meeting will be in Philadelphia, PA and the theme is "Systems Thinking and Population Health in Radiology," Amanda looks forward to planning the program and is eager to give new faces and voices amongst APCR the opportunity to contribute ideas and talks.

D. Electronic Communications Committee – Joseph Stuckelman

The Electronic Committee met and discussed:

- The ongoing reorganization of the APCR website and involvement of RSNA (which manages the APCR website)
- A group within the Committee (Joey, Amy, Sam and Jade) met with Amanda Decker (RSNA) to discuss an aggressive timeline for reorganization; the group is committed to holding RSNA to the deadline
- The Committee would like some editorial rights within the Content Management System
- Tina Rapstine will be editor and monitor for Google Drive for items that fall outside Committee purview
- Re-energizing LinkedIn

E. Rules Committee – Joseph Stuckelman

The Rules Committee did not meet at this AUR meeting as it is a small, closed committee that meets as needed when APCR rules require review.

Based on engagement with the APDR representative, Dr. Eric Spickler, the Committee will be developing a value statement for APCR to provide to APDR

F. Fellowship Committee – Melinda Parangan-Chu

The Fellowship Committee met and attracted 7 new members for a total of 15 members. The Committee is aware that there are lots of Fellowship Coordinators amongst APCR membership so they encourage them to join. They will be reaching out to known Fellowship Coordinators several times a year. The Committee is aware that there a number of new Fellowship Coordinators who are looking for guidance and tools in their new roles.

G. Membership Committee – Tina Hunter

The Membership Committee met and remains focused on encouraging new members to join. In particular they are looking to capture more Coordinators for enrollment in APCR. The Committee sees a robust member list and active membership as increased value for APCR. Looking for more involvement to increase value.

H. Mentoring Committee – Marleen Viola for Basia Nowakowski

The Mentoring Committee met and had a new member join at the Committee meeting. The Committee reached out to 40 new members and fielded request for mentors. The Committee encourages any new Coordinators at AUR who did not designate that they wanted a mentor on their paperwork to contact Marleen or Basia if they are interested in being assigned a mentor.

I. Professional Development – Susan Lamey

The Professional Development Committee met and had a very productive meeting. The Committee put out two newsletters in the last year and one pre-AUR newsletter. They are exploring putting a post-AUR meeting newsletter together to capture members who couldn't attend. The Committee also put together the APCR Coordinator Competition for Wednesday's lunch, which was a success and as such they hope to grow it in future years. The Committee will be holding the Foundations Course on Friday. This year the course had to be moved to Friday so as to not conflict with APDIR. Katharina Wang will reach out to APDIR to see about minimizing conflicts in future years, so the course can be held at the beginning of the annual AUR meeting. Finally, the Committee is hoping to come up with other professional development activities outside of AUR.

J. Scholarship Committee – Rose Aldean

This year the Scholarship Committee gave away one scholarship (for a New Coordinator) to Patricia Richard from Mayo Clinic- Phoenix. Going forward, to increase awareness, the Committee will be reaching out to new Coordinators to make them aware of the scholarship. The Committee will also be working with Tina Hunter from the Membership Committee to highlight the scholarship to members when they first join APCR.

K. Survey Committee- Melinda Parangan-Chu

The Survey Committee released 3 surveys this year and will be disseminating a post-AUR Meeting survey. The Committee met and looked at opportunities to work with the Wellness Committee and Professional Development Committees with the possibility of presenting a poster at a future AUR Meeting.

L. Wellness Committee – Kelly Aronson

The Wellness Committee met and acknowledged completing their first year as a committee. They determined that they will need to set up activities to ensure the longevity of the Committee rather than existing just to throw out wellness tidbits. The Committee will perform a needs assessment to see what is wanted from membership and programs. Kelly Aronson will be turning over Chair of the Committee to Sandra Palma who was very involved in the national Coordinators Wellness survey. The Committee feels strongly that wellness is not just a concept but part of the culture and they will work with other committees to compile information for papers and presentations that will hopefully affect change.

M. IR/DR Ad-Hoc Committee- Nilu Dorschner

Committee Chair, Nilu Dorschner announced that there was high interest in the newly formed ad-hoc committee. Twelve members immediately joined and six of the members met to forecast their communications and projects for the year. The Committee hopes to work with the Professional Development Committee to put content in the newsletter and work with the Membership Committee to capture new individuals who may be interested. The Committee will be short-term and ad-hoc so now is the time for interested parties to join and be involved.

N. APCR 20th Anniversary Celebration Ad-Hoc Committee- Lois Shuman

Committee Chair, Lois Shuman indicated she was thrilled by the number of interested parties who showed up to the Committee meeting. The group put together a Pinterest board. The Committee hopes to keep people interested throughout the year and will work with the Professional Development Committee to put content in the newsletter. They will also be working with the Archives Committee for pictures. The Committee is hopeful that not just Coordinators will be involved in the celebration, but Chairs, PDs, and trainees. At this time, items such as date, size, and event style are still in flux, but the Committee hopes to have an update by late Summer.

III. APCR Group Photo

LaToya Wright announced that the 2019 APCR Member photo would be taken by the outside steps of the hotel across from the stadium five minutes after the conclusion of the member meeting. The member photo would be immediately followed by the Board of Directors photo.

IV. Door Prize Drawings

- Ring Doorbell (donated by Baylor University Medical Center at Dallas) to Lisa Kempton from Cleveland Clinic
- Mini speaker (donated by U Penn) to Dion Brown from UCSD
- Mini speaker (donated by U Penn) to Mary Uryga from DMC WSU
- Wireless earbuds (donated by U Penn) to Katia Estevez from Columbia Medical Center
- iPad Mini (donated by Baylor University Medical Center at Dallas) to Kathy Dixon from Ochsner Health System

V. Adjournment

Motion: It was moved and seconded to adjourn the meeting at 11:37 m

Action: The motion passed.

Respectfully submitted by:

Amanda Easton