



## **ASSOCIATION OF PROGRAM COORDINATORS IN RADIOLOGY**

**Business Meeting I  
Tuesday, April 9, 2013  
4:00 pm - 5:30 pm  
JW Marriott Los Angeles L.A. Live  
Salons F & G  
Los Angeles, CA**

### **MINUTES**

#### **I. Call to Order**

Kathy Dixon, President, called the meeting the 13<sup>th</sup> Annual meeting of the APCR Board of Directors to order at 4:15pm. Agenda and meeting materials were emailed to the Board prior to the meeting. Additional copies were made available at the meeting.

#### **II. Approval of March 19, 2012 Minutes**

Motion: A motion was made and seconded to accept the March 19, 2012 meeting minutes as written.  
Action: The motion was passed.

#### **III. Officer's Reports**

##### **A. President's Report – Katherine Dixon**

The 2013 President's report was distributed to all members via email in March 2013. It was also posted to the website. The President's report was presented at the RSNA meeting this November in Chicago, IL.

##### **B. President-Elect Report – Lynn Lammers**

Lynn Lammers reviewed the agenda for the upcoming meeting:

##### **Tuesday, April 9, 2013**

4:00 – 5:30pm	APCR Business Meeting I
5:30 – 6:30pm	Beer and Pretzel Reception
6:30 – 7:30pm	APCR Reception

##### **Wednesday, April 10, 2013**

8:30 – 10:00am	Lucy Squire Keynote Lecture
10:30 – 12:00pm	ABR Update
2:00 – 3:30pm	RRC Update
4:00 – 5:30pm	APCR Committee Meetings
6:30 – 7:30pm	AUR Welcome Reception

##### **Thursday, April 11, 2013**

7:00 – 8:15am	APCR Session I ACGME Innovations: Milestones and the Next Accreditation System
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- 8:30 – 10:00am A3CR3/APDR/SCARD/APCR  
Problem Solving Roundtables
- 10:30 – 12:00pm APCR Business Meeting II
- 4:00 – 5:30pm APCR Session II  
ERAS & NRMP Collaborations

**Friday, April 12, 2013**

- 7:00 – 8:00am APCR Workshop  
Coordinators Collaborating: Residency Management Software
- 8:30 – 10:00am SNMM/APDR/APCR/SCARD Session
- 10:30 – 12:00pm APDR/APCR Session  
Innovative Tools for Education
- 6:30 – 7:30pm Annual Banquet & Cocktail Reception
- 7:30 – 10:00pm Annual Banquet and Awards Ceremony

**C. Secretary-Treasurer’s Report – Mandy Velligan**

The APCR’s Statement of Activities was included in the packet of materials that were distributed to all members prior to the meeting. The financial statement for the fiscal year ending in September 2012 reflects revenue, expenses and net assets as summarized below:

Total Revenue	\$16,345
Total Expenses	<u>10,062</u>
Excess of Revenue over Expenses	\$ 6,283

As of December 31, 2012, APCR has a net asset as of \$81,090

**V. Committee Reports**

**A. Archives Committee – Stella Martinez, Chair**

Committee report was read by Lynn Lammers as Stella Martinez was unable to attend the meeting. The committee will continue to assist with the scanning of the archived documents from APCR past years. The committee also plans to make a scrap book.

**B. Awards Committee – Lynn Lammers, Chair**

The awards committee received two nominations this year for Coordinator of the Year. Both were very deserving of the award. The winner will be announced at the first Business Meeting.

**C. TAGME Certification Committee – Gloria Jorge, Chair**

Currently there are 20 TAGME certified members. There will be no fall 2013 exam because of the NAS but it will be offered in the spring of 2014. Also in order to be on the committee you need to be TAGME certified.

**D. Long Range Planning Committee – Tammi Teeters-McDade, Chair**

Tammi was unable to attend the meeting so Kathy Dixon gave the report for the LRP committee. The committee is currently updating the handbook and is finalizing new sections to include.

**E. Nominating Committee – Tammi Teeters-McDade, Chair**

Tammi was unable to attend the meeting so Kathy Dixon gave the report for the Nominating committee. There were eight nominations with three open positions to fill, however due to Pauline Marek stepping down from the APCR Board, there are a total of 4 positions to fill.

The committee nominated Stella Martinez (Baylor Health Care System) and Sylvia Zavatchen (Cleveland Clinic) for the Board-Member-at-Large positions and Willo Sullivan (Dartmouth) and Joseph Stuckelman (Cedar Sinai Medical Center) for the Board Alternate positions.

Motion: A motion was made and seconded to have Stella Martinez and Sylvia Zavatchen serve as Board-Members-at-Large and to have Willo Sullivan and Joseph Stuckelman serve as Alternate Board Members.

Action: The motion was passed.

**F. Membership Committee – Hollie Medina, Chair**

APCR had a total of 24 members resign (all had taken different positions) and we welcomed 30 new members. There were also 4 reinstated members. Hollie reported after reviewing the ACGME programs, there are 48 coordinators who are not members. She sent each individual a letter and application to apply. New members were asked to see Hollie if they have not received their new welcome packet and mug.

**G. Mentoring Committee – Marleen Viola, Chair**

If you are a new member and have not received your blue ribbon, please see Marleen. Also there are 11 new members who were assigned mentors.

**H. Professional Development Committee – Mandy Velligan, Chair**

The committee produced three newsletters this year which can be found on the APCR website under the Document Library tab. The committee would like to remind members to keep us updated if you have any accomplishments or something newsworthy to share with the group.

**I. Survey Committee – Heather Penna-Rife, Chair**

Heather was unable to attend the meeting so Gloria Jorge gave the report. The committee sent out 8 surveys this year. They would like to encourage members to seek advice by sending out a survey to poll the membership. We are still sharing the Survey Monkey account with APRD and want to remind members to logging into the APCR website to see the results. They are posted under the Members Section under APCR Survey Results.

**J. Website Committee – Kathy Dixon, Chair**

A design has finally been chosen for the APCR website. The committee is currently updating each of the pages. RSNA is currently updating the SCARD and APDR sites so we will be next in line. The hope is to go live this summer with the new site. The committee is also looking for additional ideas to network between members. The idea of using LinkedIn and Facebook for networking was also brought up.

**K. RRC Committee – Kathy Dixon, Chair**

The coordinator turnover survey was sent out to the membership prior to the RSNA meeting in November. The results were posted in the newsletter and also at RSNA. The committee asked for the support of APDR and SCARD in recommending the program requirements be modified to limit the number of residents/programs one should be responsible for coordinating. The request was declined at this time.

**L. Scholarship Committee – Kathy Dixon, Chair**

Judy Fast retired in January 2013 so Kathy assumed the role until a new Chair could be appointed. Rachel Metcalf will take over the committee as the new Chair. A survey was sent out prior to the meeting asking membership to choose between holding a silent auction or having just food and camaraderie this year. 75% chose to have food and camaraderie. The reception will be held Tuesday, April 9<sup>th</sup>, 2013 from 6:30 – 7:30pm in the Diamond Ballroom Salon 9.

Three applications were received for the APCR scholarship. It was awarded to Wendy Ping Wong of National University Hospital in Singapore.

## **VI. Old Business**

### **A. Fellowship Ad Hoc Committee – Mandy Velligan**

There are sign in sheets for all the sessions. On the sheet we've asked people to indicate if they are a residency or fellowship coordinator. Based on the feedback from the sign in sheets and by show of hands at the first Business Meeting we can officially form an Ad Hoc Committee for Fellowship Program.

## **VII. New Business**

### **A. Review and Approval of Changes to Rules of Operation – Kathy Dixon**

The proposed changes to the Rules of Operation were emailed to the membership for review prior to the meeting.

Motion: A motion was made and seconded to accept the changes to the Rules of Operation.

Action: The motion was passed.

## **Adjournment**

**Motion:** It was moved and second to adjourn the meeting at 3:40pm

**Action:** The motion passed.

Respectfully submitted by:  
Mandy Velligan