



Association of Program Coordinators in Radiology

Business Meeting I
Monday, March 19, 2012
4:00 pm – 5:30 pm
JW Marriott San Antonio Hill Country
Grand Oaks Ballroom K
San Antonio, TX

MINUTES

I. Call to Order

Tammi Teeters-McDade, President, called the 12th Annual APCR Business Meeting to order at 4:08 pm. Materials pertinent to the meeting were emailed to all members prior to the meeting.

Tammi announced the time and location for the group photo. The photo will be taken following the 2nd Business Meeting on Wednesday.

II. Approval of Minutes from April 14, 2011

Motion: A motion was made and seconded to accept the April 14, 2011 meeting minutes as presented.

Action: The motion was passed.

III. Officer's Reports

A. President's Report

Tammi Teeters-McDade

The Officers and Board Members-at-Large were introduced. The 2011-2012 President's Report, submitted by Tammi Teeters-McDade, was sent to all APCR members via email in early March and has been posted to the APCR website.

B. President-Elect Report / Program Planning Committee

Kathy Dixon

Kathy Dixon reviewed the program schedule for this year's meeting. An itinerary listing the meeting schedule for APCR members has been emailed to all members; the itinerary has also been posted on the APCR website.

Monday, March 19, 2012

12:00 pm – 1:15 pm	APCR Past Presidents Meeting (CLOSED SESSION)
2:00 pm – 3:30 pm	APCR Board of Directors Meeting (CLOSED SESSION)
4:00 pm – 5:30pm	APCR Business Meeting I
6:30 pm – 7:30 pm	APCR Reception & Silent Auction

Tuesday, March 20, 2012

10:30 am – 12:00 pm	APDR Session: ABR Update
2:00 pm – 3:30 pm	APDR Session: RRC Update
4:00 pm – 5:30 pm	APCR Committees Meetings
6:30 pm – 8:30 pm	AUR Welcome Reception

Wednesday, March 21, 2012

7:00 am – 8:15 am	APCR Session 1: Program Requirements and Site Visits: Not What They Used to Be Moderator: Katherine Dixon, C-TAGME
7:00–7:30am	ACGME 101: Preparation and Information Faculty: Lynne Meyer, PhD, MPH, Sara Thomas
7:30–7:50am	AIRP Update Faculty: Carl D. Williams
10:30 am –12:00 pm	APCR Business Meeting 2
4:00 pm – 5:30 pm	APCR Session 2: Timely Topics for Residency and Fellowship Coordinators Moderator: Katherine Dixon, C-TAGME
4:00–4:40pm	ABR Topics: Online Verification, Certification, and Maintenance of Certification Faculty: Christina Z. Slater, MBA
4:40–4:55pm	Managing a 1-Year Fellowship Faculty: Stella Martinez
4:55–5:10pm	Managing a Small Fellowship Faculty: Hollie P. Medina, BA

**Thursday,
March 22, 2012**

7:00 am – 8:00am

APCR Board and Committee Chair Meeting (CLOSED SESSION)

C. Secretary-Treasurer Report

Tonia Jenkins

The financial statement for the fiscal year ending September 30, 2011 reflects revenue, expenses and net assets as summarized below.

Total Revenue	\$17,447.00
Total Expenses	<u>\$ 6,811.00</u>
Excess of Revenue over Expenses	\$10,636.00

The budget for the fiscal year ending September 30, 2012 is summarized below.

Total Revenue	\$17,100.00
Total Expenses	<u>\$ 9,265.00</u>
Expense of Revenue over Expenses	\$ 7,835.00

As of December 31, 2011 APCR has net assets of 74,970.00

The APCR will mirror the APDR's fiscal year cycle which will begin on the first day of October of each calendar year and end on the 30th day of September.

IV. Committee Reports

A. Archive Committee

Stella Martinez, Chair

Sherry Bucholz has completed her term as Archive Committee chair; Stella Martinez will assume the role of committee chair. The Archive Committee will refocus on goals and objectives of the APCR. Sherry will send paper copies of the APCR documents to Stella to keep on file. Stella will work to continue keeping the history of the APCR up-to-date.

B. TAGME Certification

Gloria Jorge, Chair

This year the specialty review board updated the WET and MAT assessment modules to reflect the program requirement changes in Diagnostic Radiology which went into effect in July 2011. The assessment tools will be reevaluated in 2013. Anyone interested in developing the certification tools required for fellowship coordinators, are encouraged to visit the TAGME website or to contact Gloria Jorge. Currently there are 15 TAGME certified coordinators in Radiology. TAGME certification pins will be distributed to certified coordinators at the APCR reception this evening.

C. Long Range Planning Committee

Tammi Teeters-McDade, Chair

The Coordinators Handbook is available on the APCR website. The Long Range Planning Committee will continue to work with the Program Development Committee to build the base for the updated handbook.

D. RRC Committee

Tammi Teeters Mc-Dade, Chair

Tammi attended the RRC APDR Program Directors Support Committee meeting. Dr. McKinney will act as our liaison with the APDR and Dr. Mezwa will act as the APCR liaison with SCARD. The Program Directors Support Committee suggested coordinators start with their home institutions regarding their job description and title changes and updates. Coordinators should work with their Program Director, Chairman and HR first to initiate the job description and reclassification. This topic will be discussed at RSNA meeting in November.

E. Mentoring Committee

Marleen Viola, Chair

The committee will continue to work with the Membership Committee to introduce the mentoring program to new coordinators. The committee is planning to have a continental breakfast meeting with new members tomorrow at 7:00am in the Grand Oakes Ballroom.

F. Professional Development Committee

Mandy Velligan, Chair

The committee is in the stages of finalizing the job description and a time table with specific duties listed for each month. Once the job description for the core program coordinators is completed, the committee will begin working on the job description for fellowship coordinators.

The newsletter is in full swing. The newsletter will continue to be sent out via email quarterly. Mandy is requesting input and suggestions from all APCR members.

G. Scholarship Committee

Judy Fast, Chair

The committee received 3 applications for the Scholarship Award. The committee reviewed the applications and voted to award the scholarship to Rachel Metcalf from the University of Alabama Medical Center. The scholarship award has been increased to \$2000.00.

The APCR will be holding its reception and Silent Auction tonight at 6:30pm; the theme will be "Anything Goes". Pauline has once again generously made a quilt which will be raffled. Raffle tickets will be sold throughout the reception. In a change from last year, the winning ticket will be drawn at the end of second Business Meeting on Wednesday. There will be a tip jar available

for monetary donations. APCR mugs will be sold for \$5 each. The money raised will help to increase the number of scholarships the APCR can offer.

H. Survey Committee

Heather Penna-Rife, Chair

The report was given by Gloria Jorge. Several surveys have been conducted over the past year. The committee asks that you exercise patience when sending in survey requests. The committee must review the request before it can be sent out. Once the survey has been completed, the Survey Committee will send the requestor a PDF with the results of the survey.

I. Website Committee

Kathy Dixon, Chair

Kathy attended the APDR Electronic Communications Committee meeting. The RSNA is working on a new product. The IT department will be forwarding Kathy three different website designs to choose from for the redesign of the APCR website. Committee Chairs are asked to review and update their committees' information.

All of the APCR program presentations from last year have been posted to the website. The APCR presentations from this year will also be posted.

J. Membership Committee

Madeline Mateo, Chair

The APCR has 20 new registered members; however, 36 members have either resigned or have not renewed their membership. As of January 2012, we have a total of 179 APCR members. Hollie Medina will assume the role of Membership Committee Chair.

K. Nominating Committee

Madeline Mateo, Chair

Lynn Lammers was presented as nominee to assume the position of Secretary-Treasurer.

Motion: A motion was made and seconded to elect Lynn Lammers as Secretary-Treasurer.

Action: The motion passed.

Marleen Viola was presented as nominee to assume the position of Member-at Large and Sally Jones was presented as nominee to assume the position of alternate Board Member.

Motion: A motion was made and seconded to elect Marleen Viola as Member-at-Large, and Sally Jones as alternate.

Action: The motion was passed.

L. Awards Committee

Lynn Lammers

The Committee received three nominations for the Coordinator of the Year Award. The winner will be announced at the 2nd Business meeting on Wednesday.

V. Old Business

Upgrading the APCR Website

RSNA is in the process of redesigning the APCR website, work in progress.

APDR Forum

The APDR forum is the current networking tool on the APDR website. The tool has not proven to be effective thus Dr. McKinney has approved that we look into prospective list-servs for the APCR.

Going Green

Going forward all required meeting documents will be sent out in advance via email, no paper copies will be provided at meetings. Members can either print copies of the documents to bring to the meeting, or documents can be viewed on portable devices.

VI. New Business

Rules of Operation

Kathy has thoroughly reviewed the Rules of Operation. She has noted both changes that need to be made and changes that have been made in the past but have never been inserted into the document. The Rules of Operation can be found on the APCR website. Changes have been made in the Rules of Operation as follows: *Changes have been italicized.*

Board of Directors. The Board of Directors will consist of the President *who will also serve as Chair of the RRC Committee.*

The Board of Directors will hold the option to designate 2 alternate members to serve for a period of one year.

Alternates who can rotate into a vacant position will be determined first by the number of years as an APCR member followed by the number of years as a coordinator. If both alternates have the same number of years as an APCR member, then the alternate who has been a coordinator the longest will be selected.

Finance Committee. The fiscal year of the Association *shall begin on the first day in October of each calendar year and end on the 30th day of September in each calendar year.*

Nominating Committee. *The committee shall consist of the Immediate Past President, who will serve as the chair of the committee, President, President-elect and two members appointed by the President. The function of this committee is to conduct the nomination process for candidates to the Board of Directors for Secretary-Treasurer, Members-at-Large and two alternates.*

Program Planning Committee. *The committee shall consist of the President-elect who will serve as chair of the committee, the Secretary-Treasurer, the first Member-at-Large and two members appointed by the President.*

Adjournment

Motion: A motion was made and seconded to adjourn the meeting at 5:08 pm.

Action: The motion passed

Respectfully submitted by:

Tonia Jenkins