



ASSOCIATION OF PROGRAM COORDINATORS IN RADIOLOGY

**Business Meeting I
Tuesday, April 1, 2014
4:00 pm - 5:15pm
Baltimore Marriott Waterfront
Kent
Baltimore, Maryland**

MINUTES

I. Call to Order

Lynn Lammers, President, called the meeting the 14th Annual meeting of the APCR Board of Directors to order at 4:05pm. Agenda and meeting materials were emailed to the Board prior to the meeting. Additional copies were made available at the meeting.

II. Approval of April 9, 2013 Minutes

Motion: A motion was made and seconded to accept the April 9, 2013 meeting minutes as written.
Action: The motion was passed.

III. Officer's Reports

A. President's Report – Lynn Lammers

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. Lynn asked our founding members to stand – we had 6 founding members present at our meeting.

B. President-Elect Report – Mandy Velligan

Mandy Velligan reviewed the agenda for the upcoming meeting:

Tuesday, April 1, 2014

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|---------------|---|
| 4:00 – 5:30pm | APCR Business Meeting 1 (gift card drawing) |
| 5:30 – 6:30pm | Beer and Pretzel Reception |
| 6:30 – 7:30pm | APCR Reception |

Wednesday, April 2, 2014

| | |
|-----------------|-----------------------------|
| 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 3, 2014

- 7:00 – 8:15am APCR Session I
ACGME Milestones, NAS, Coordinator Boot Camp
- 8:30 – 10:00am A3CR3/APDR/SCARD/APCR
Problem Solving Roundtables
- 10:30 – 12:00pm APCR Business Meeting 2 (gift card drawing and group photo)
- 4:00 – 5:30pm APCR Session II
Implementing Milestones

Friday, April 4, 2014

- 7:00 – 8:00am APCR Session III (iPad drawing)
Professional Development
- 8:30 – 10:00am SNMM/APDR/APCR/SCARD Session
- 10:30 – 12:00pm APDR/APCR/AMSER Session
- 10:30-12:00pm AMSCR Program
- 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 2013 reflects revenue, expenses and net assets as summarized below:

| | |
|---------------------------------|--------------|
| Total Revenue | \$12,255 |
| Total Expenses | <u>2,545</u> |
| Excess of Revenue over Expenses | \$14,800 |

As of March 31, 2014, APCR has a net asset as of \$86,378

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

The committee continues to work to record the history of the society and the upcoming 15 year anniversary.

B. Awards Committee – Lynn Lammers, Chair

The awards committee received nominations for Outstanding Coordinator of the Year and the winner will be announced at the first Business Meeting. Kathy recognized Gloria Jorge for her 5 year commitment on the TAGME Certification Committee, Tammy Teeters-McDade for her 5 year commitment on the Long Range Planning Committee and Kathy Dixon on the APCR Board of Directors.

Outstanding Coordinator Award was awarded to Mandy Velligan.

C. TAGME Certification Committee – Gloria Jorge, Chair

Gloria will be stepping down as Chair of this committee, but Kathy Dixon will take her place as Chair. There are currently 26 certified members of TAGME. 3 will sit for certification on Monday at the AUR meeting.

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

Tammi was unable to attend the meeting so Stella Martinez gave the report for the LRP committee. The committee is asking members to submit pictures to update the website. They are continuing to work with the Professional Development Committee on updating the current job description.

E. Nominating Committee – Kathy Dixon, Chair

The committee nominated 2 board members Rachel Metcalf (University of Alabama Birmingham) and Joey Stuckelman (Cedar Sinai Medical Center) and 2 members at large Basia Nowakowski (University of Virginia Health System) and Mary Botero (University of Miami Jackson Memorial Hospital).

F. Membership Committee – Sylvia Zavatchen, BA, Chair

APCR had a total of 75 new members join and 12 new members attended the sessions this year.

G. Mentoring Committee – Marleen Viola, Chair

Marleen reported that all new members received their new member pin. She also reported that 11 members wanted mentors and all will be here at the meeting.

H. Professional Development Committee – Mandy Velligan, Chair

The committee will continue to send out the newsletters. They will also issue certificates of attendance this year. Sign in sheets will be passed around at the business meetings for the members to sign in. The job description is still being worked on and is not finalized.

I. Survey Committee – Sally Jones, BA, Chair

The committee sent out 3 surveys this year. They are posted under the Members Section under APCR Survey Results.

J. Electronic Communications Committee – Kathy Dixon, Chair

Linkedin and Google Drive is new this year and is a success. We have 52 members so far, which is about ¼ of our membership. The website has also been redesigned. The name of the committee has been changed to Electronic Communications Committee. Kathy is stepping down as Chair and will be looking for a replacement.

K. RRC Committee – Lynn Lammers, Chair

Lynn and Mandy met with Dr. Stickler and Dr. Guri at the RSNA meeting. Discussion within the RRC committee continues regarding sending a letter to SCARD highlighting the coordinators increasing responsibilities coming along with the implementations of NAS and the Milestones.

L. Scholarship Committee – Rachel Metcalf, Chair

Going forward, you will need to be a current member of the APCR to apply for the scholarship. There will be a silent auction at the 15th year anniversary in New Orleans next year.

Two applications were received for the APCR scholarship. It was awarded to Bridget Wakefield of the Naval Medical Center in Portsmouth, Virginia.

VI. Old Business

No old business

VII. New Business

A. Review and Approval of Changes to Rules of Operation – Lynn Lammers

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

Proposed changes are as follows:

Awards Committee – The Coordinator of the Year title will be changed to The Outstanding Coordinator Award and they must be an “active” member of the APCR in order to receive the award.

Finance Committee – The committee shall consist of first Board Member at Large, and three active members, one selected by the chair each year for three years of overlapping tenure.

Website Committee – the name will be changed to Electronic Communications Committee and will consist of monitoring the Radiology Program Coordinators Group on LinkedIn and Google Docs.

The board has approved these changes and it will be presented at the first business 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 5:15pm

Action: The motion passed.

Respectfully submitted by:

Marleen Viola