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| **VSRT Board of Directors  QUARTERLY MEETING** | **03/09/19** |
|  | **10:25am** |

**ATTENDEES: ABSENT**:

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| Suzanne Schieffer  Taffi Simone  Angie Anderson  Nicole Winkler  Becki Keith  Priscilla Liggon  Stephanie Gimmi | Ruth Kusterer  Stacy Whittington  Sheila Regan  Nick Gimmi  Kourtney Ligon  Brani Clampitt | Travis Prowant  Irvin Santiago  Audrina Holdren  Jennifer Molina |

**MINUTES**

Call to order

* Taffi Simone at 10:35am

Introductions

* All who were present introduced themselves and shared their role in the VSRT and their role in the field of Radiology.

1. Approval of previous quarterly meeting minutes from 8-18-18 and from General Session 6-18-18.
   1. Nick made motion to approve, Stacy seconded the motion.
   2. All in favor of approving both previous business meeting minutes, none opposed.
2. Executive Secretary/Treasurer Report - Audrina and Suzanne
   1. The office of executive secretary/treasurer continues to monitor the VSRT checking and scholarship accounts. As of January 11, 2019 the account balances are as follows:
      1. Checking: $45,043.53
      2. Nalley Graves: $ 4,524.54
      3. Bencoach: $ 13,005.56
      4. Laura Ford: $ 9,556.48

**Net worth: $ 72,130.11**

* 1. Upcoming expenses include CPA fees (per our 2 year cycle in the Financial P & P) and supply purchases for the 2019 SET meeting. At this time, there are 180 registrants for the 2019 SET.

The VSRT membership statistics are as follows:

* + 1. Life Members: 16
    2. Technologists: 228
    3. Students: 272  
         
       **Total: 516**
  1. Suzanne mentioned that our CPA is new coming locally from Lynchburg, and is costing the VSRT less in services.
  2. Only outstanding debt is the new CPA, which will come in April.
  3. All scholarship funds are fully funded and we are gaining interest.
  4. Suzanne has shared that she would like to stay on as Treasurer and collaborate with our new Executive Secretary, which will be Stephanie Gimmi.
     1. Our previous Executive Secretary and Treasurer role was shared by Suzanne and Audrina.
  5. Ann Jenks will be coming on our membership committee this year.

1. Educational Meeting - Ruth/Taffi/Angie
   1. Since the last Board of Directors meeting, Angie submitted the lectures for the Central Virginia District’s March 23, 2019, Spring Seminar to the ASRT for approval. The required information needed for submission to the ASRT was sent to her less than 30 business days prior to the seminar. All lectures have been approved.
      1. Angie will report on attendance and evaluations in her next report.
   2. Angie assisted several individuals in retrieving their certificates of attendance from the 2018 Student, Educator and Technologist Seminar.
      1. Angie would like clarification on formatting for the program, specifically the speaker information to be included.
   3. All of the lectures for the 2019 Student, Educator and Technologist Seminar have been submitted and approved for credit; however Angie is still waiting for the official approval letter.
      1. All one hour lectures were approved for 1.0 category A credit. The 2, 2 part lectures were approved for 2.0 category A credits.
      2. 6 back-up lectures have been approved, the maximum allowed. The electronic lecture evaluations will be created using Survey Monkey. We need a final decision on how to distribute the lecture evaluations to attendees.
   4. The certificate of attendance template that was used last year is not in compliance with ARRT requirements, which went into effect January 2019. Angie has a draft template see Appendix A) vetted by Michelle Miller at the ASRT to send to Spencer Boulter, if approved by the Board.
      1. The program does not include all required information, so Angie recommends that we use this only as back-up documentation for attendees.
      2. In the event that a participant is not able to get their official certificate, I will need to generate a duplicate one with all required elements.
   5. Angie plans on using the same survey as last year to assess overall satisfaction, conference facility, food, seminar program, length of seminar, breaks, comments and suggestions for future sessions.
      1. Angie will send the survey, the list of approved lectures, and the certificate of attendance template to Spencer Boulter.
   6. Since the last VSRT BOD meeting, the conference committee has completed the Educational agenda for this Seminar.
      1. They have 6 back-up lectures, which is our allowed limit. There is a keynote lecture to kick off the Seminar at 8:00 am on Thursday. The VSRT welcome will be given by the VSRT president before the lecture begins.
         1. Since there is no Hans Geissberger lecture this year, Travis Prowant will be presenting a keynote lecture from the ARRT in this spot.
         2. We have returning, Dr. Phil Ballinger, Dr. Stewart Bushong, Mr. Bill Callaway and Dr. Terri Fauber for headliners.
         3. We have several new presenters this year, and have the modalities of Interventional, Nuclear Med, CT, Ultrasound and Radiation Therapy presenting this year, as well as Radiation Physics and of course, Radiology. This year’s agenda will provide a wide range of topics for the educational enjoyment of the attendees.
      2. All documents have been sent to Angie from all the presenters for credit approval. We should be hearing from ASRT soon, with the approval numbers. I have sent the updated final agenda for the Web site, as well as sent the agenda to all the speakers. RuthI also sent out the Invitations and the link for the registration for Life Members.
      3. We have also been obtaining Sponsors and Vendors for this event. At this point, we are almost full for the exhibitors and vendors. Taffi will give an update on this.
      4. We also had our 2nd meeting date with the hotel on Feb. 22nd. We set the room arrangements, went over the BEO and discussed the setup for the business meeting, reception and Student bowl. I also have the confirmation numbers for everyone on the Master Account. Those of you on the BOD, please see me and I will give you your reservation number.
      5. Ruth needs to know if anyone would be able to act as a driver to pick up a few speakers from the airport. This hotel does not provide transportation to and from the airport. If I cannot find anyone to do this, I will need to ask the presenters to call an Uber or cab.
      6. Ruth will also need to select Moderators to present the speakers. We will have the packets for each lecture as well did last year, for the moderators.
         1. Nicole has posted a sign-up sheet in Google Drive, for the entire agenda for people to sign up. There are still a few spots left that need to be filled. Please take another look at this document and see if you or anyone you know would be able to set up and moderate a lecture.
      7. Ruth has prepared the Honors Reception and the VSRT Annual Business Meeting agendas. I will disperse the agendas to those who need them at this meeting.
      8. For the hotel resume questions there is a need to a tax ID #
         1. Suzanne will scan and upload this information into the BOD folder on Google Docs.
   7. Nicole has begun to organize the student bowl and has purchased a spinning wheel and put the team sign ups online.
      1. Need dry erase boards, erasers and markers, and hard stock paper with big fat sharpie markers for writing team names down.
      2. Hat for drawing teams (3 per round).
      3. Registration opens for the SET on Wednesday, 4/3 from 4-7pm.
      4. Judges have been selected. They are: Becki Keith, Bill Calloway and Russell Crank.
   8. Awards -Ruth will have agenda available for the Business meeting at the SET as well as the honors reception.
2. **Districts - President**
   1. The CVDSRT report is as follows:
   2. The district will host its Spring meeting on Sat March 23 at Lynchburg General Hospital with six approved lectures from the ASRT.
   3. We plan to install a new secretary and are excited to host this meeting. All are invited.
3. **Committee Reports**
   1. Awards - Nick and Stacy
      * 1. As Award Chair, Nick will be assimilating the award names and critical information for the plaques and Awards for the SET meeting In Virginia Beach. Nick would like to ask that he receive information on each individual including Award, Name, and Credentials so that he can appropriately have them completed.
        2. At the direction of the Board, Nick has also redone our Life member metal and Past Presidents pin to reflect our new logo and colors.
           1. Board members agreed that the ribbon to hold the medallions should be blue in color.
           2. Nick said that the president’s pins should be in stock along with the new ones for the honors reception.
           3. The past chair will have a plaque, and there is currently a Nalley-Graves recipient for which Nick will prepare the plaque and certificates for all board members and participants.

The president and the chair will sign the certificates, which will be given out at the honors reception.

* 1. Marketing and Website - Taffi continues to work on marketing and updating the website.

There is currently a spot on the website for our corporate sponsors.

Taffi is working with Mike to get spotlights on the website about extraordinary things that our BOD or members are doing.

* + 1. Education - Angie
    2. See Educational Meeting in (III).
  1. Imaging Modalities - Stacy
     1. Stacy is a backup lecturer for mammography – (Breast Density) for the VSRT SET annual meeting.
     2. She encouraged UVA interventional and diagnostic technologist to become speakers.
     3. Stacy is actively recruiting modality members.
        1. She would like to have more modalities offered at the annual meeting possibly even a modality track.
     4. Perhaps some additional offerings in Charlottesville.
  2. Legislative Affairs - Travis Prowant/ Nick Gimmi
     1. Nick sent out a letter to our constituents regarding the Boards reaction to a last minute Bill that was referred to the Senate Education and Health Committee in January.
        1. This Bill, SB 1760, would be amended regarding the use of personnel trained by equipment manufacturers to perform studies with proper education, certification and continuing education.
        2. The bill would allow any person trained by the manufacturer of the equipment they would use to perform body composition scans either using DEXA or CT equipment without formal educational training, certification or licensure and without continuing education.
        3. Several Board members including President Elect Becki Keith, Nick and member Jessica Hutchings attended the hearing on that date only to have it postponed until the following week.
        4. This group communicated with the Virginia Chapter of the ACR about our concerns with this bill.
           1. The day before the hearing was to take place, Nick received a call from the VA Chapters of the ACR’s lobbyist that the hearing was postponed for the current legislative session but that it might be taken up in the next session during the summer.
  3. Nominations
     1. Committee Chairs for 2019?
        1. At this time Stacy decided to table the discussion on committees and nominations because the VSRT is in need of developing a list of responsibilities for all officers/positions held for each committee in order to groom candidates for success.
  4. Scholarships - Stacy
     + 1. Stacy sent out the surveys to the scholarship committee to complete on 2 students and 4 ASRT SLDP applicants.
          1. There were 2 Laura Ford and 0 Mary Bencoach applications.
          2. Stacy reviewed all applicants and verified that the applications were complete.
          3. Reviewed all reference forms and program director forms and reviewed transcript and GPA.
       2. All scholarships reviewed were accomplished by using the google application that was created for the VSRT scholarships.
          1. Surveys created in google for the scholarship and the SLDP were used to assess each candidate. Each candidate received a score based on a scale. (See example).
       3. Stacy created a summary of scores for the VSRT scholarship and ASRT SLDP.
          1. Created a timeline for the scholarship in the P&P.
          2. Created instructions on how to utilize the google application and scoring surveys for the next cycle. To be added to the P&P.
       4. The ASRT was contacted with are choices for SLDP as follows

1. Irvin Santiago

2. Katie Diaz

First Alternate- Jacob De Los Santos

Second Alternate- Mai-Lynh Cross

* + - 1. Selection of Laura Ford – Each recipient will receive $500.00.

<https://docs.google.com/forms/d/11_wOGGD0gn_tqClyFHQ87szhKvXWl-xYCFAAc_H_VxM/edit>

1. Brandi Clampitt

2. Kyndal Mishelle Gunter

h. Student Liaison - Priscilla

1. Priscilla has stated her concern with student interns who do not actively participate or attend meetings.
2. She has been pleased with intern participation at the SET meetings.
   1. The process for how students apply for intern positions will remain the same.
   2. Currently, the society has three active student interns:
      1. Irvin Santiago
      2. Brandi Clampitt
      3. Jennifer Moleno
3. Additionally, Nick proposed that we increase the student intern stipend per day of the SET from $20 to $40.
   1. A motion was made to increase the student intern stipend per day of the SET from $20 to $40. (this was an addendum as of 4/23/19)
   2. Stacy seconded this motion
   3. All were in favor of this change as of this meeting!
4. **Singular Positions**
   1. ASRT Delegate update - Stacy
      1. Affiliate Survey
   2. SLDP participants VA - Stacy
   3. Historian - Becki
      1. Becki has kept up the process of scanning all the historical photos and mounted books into digital systems, which will be put on the web or somewhere for a digital historical library. She would like to show some of these digital images at the SET if possible.
   4. Parliamentarian - Ruth
      1. P&P update - Stacy and Ruth
5. **Board Reports**
   1. Chair - Taffi
   2. Chair Elect - Kourtney
      1. On January 29, 2019, Kourtney submitted paperwork as an ASRT alternate delegate for the 2019 House of Delegates in Orlando, Fl and was approved.
      2. Kourtney received an email from Cindee Heronimus, ASRT Fundraising Coordinator, on January 10, 2019 requesting that our society share what we were able to do with the money from the Annual Drawing Affiliate contest. Virginia won second place in the drawing and received $250 during the 2018 ASRT House of Delegates Meeting. On January 16th, Kourtney submitted a response stating that the monetary award monies were used to assist our district society for purchasing mandatory office supplies.
      3. On February 18, 2019, Taffi asked Kourtney to complete the ASRT Election form for the 2019-2020 term. She completed and submitted the form to Taffi on February 20, 2019.
      4. On March 1, 2019, Kourtney was contacted by Pricilla Liggon, CVDSRT President and past VSRT President, to install new CVDSRT officers during their Spring meeting on March 16, 2018 at Lynchburg General Hospital in Lynchburg, Virginia.
         1. Kourtney is honored to be installing my fellow colleagues while representing the Virginia Affiliate.
      5. Kourtney would like to thank the VSRT and Board of Directors for sending flowers for the passing of my step-brother. Thank you for the support during this difficult time.
   3. Presidents Report - Stacy
      1. Responded to emails involving the state legislative issues and stayed up to date with Nick.
         1. Sent Nick the position statement for the company BodySpec in reference to limited techs and BD.
         2. See attached letter (Appendix B) - Official signed copy in Google drive.
      2. Sent outline for Ruth as a backup lecture on Breast Density.
      3. Actively seeking members for board and committee members.
         1. Sheila Reagan has met the minimum requirements to become a board member as VP. She has served terms on the scholarship committee.
      4. Life member committee chair and members selected.
         1. Ferrell Justice - Chair
         2. Nick Gimmi
         3. Joyce Hawkins
         4. Ricki Goodman
         5. Beth Meixner
            1. All BOD members approved this list.
      5. Stacy created a yearly timeline that is loaded on the google drive that is organized per month.
   4. President Elect - Becki
      1. Since the last VSRT meeting, Becki has tried to participate in all emails and discussions with the Board of Directors. She looks forward to becoming President again.
      2. She has worked with Mock Registry Committee Members Christy Lee, Ann (Ok) Jenks, Danyell Gardner, and Tim Wilhelm on the Mock Registry questions for the SET. We are almost completed and have had great communication and feedback for great question revisions.
      3. I have also assisted in some legislative concerns involving SB 1760 with Nick Gimmi and Jessica Culpeper.
   5. Vice President - Nick
      1. Nick communicated his desire to run for President-Elect as an opportunity to keep the Society going and to work on bringing up good and qualified candidates for future offices.
      2. As this has been difficult due to the lack of feeder affiliate districts and overall apathy by many Virginia members, Nick would like the Board to consider opportunities for candidate development in the upcoming year.
         1. He also thinks the group might consider continued development for enhanced knowledge of effective Board function.
            1. Nick will speak to an opportunity he come across for the Boards consideration and reached out to Board members and several future VSRT champions to attend a webinar given on march 5th entitled, “Be a Better Board Member” by Rachel Miller-Bleich who has worked with Stephanie Gimmi as a Board expert with the American Nurses Association.
         2. Nick has agreed to help with the Student Bowl by running the timer for the event.
   6. Recording Secretary - Nicole
      1. Nicole continues to manage the Google drive, attend all meetings and organize the board meeting minutes and documentation.
      2. Nicole will be working to organize the Student Bowl this year and is looking forward to the opportunity.
      3. Nicole is happy to serve the VSRT in this way and is honored to be a part of it.
6. **ASRT Delegates**
   1. Stacy and Nicole are already approved by the ASRT an registered to be Delegates this year.
   2. Becki will be 1st alternate and the BOD will ask Kourtney to also serve as an alternate.
7. **Affiliate Survey - Stacy**
   1. ASRT was encouraging members to join their state societies by offering an ASRT membership in tandem with a state membership. However, it was very negatively received.
   2. The ASRT will be developing an affiliate survey to query their membership about their current affiliate membership status.
   3. Stacy asked for input from the BOD for additional questions on the survey. The BOD agreed to each send a question to Stacy and then she will look through the question and send along to ASRT.

The BOD agreed to address BOD reports as submitted documents already sent to the google drive.

As there were no other business to discuss at this time, the meeting was adjourned at 3:50 pm.