

Minutes of
MW Chapter AAPM Board Meeting
1-21-2010

Meeting was convened at 7:45PM

Present: Alex Markovic, Plato Lee, Seelan, Neil Worlikar, Rob Laurekas, and Mary Ellen (M.E.) Smajo

1.) Discussion of MW Chapter Bylaws: review of duties & responsibilities of new officers

- M.E. questioned the “amended” date: Alex asked Plato to check this
- Plan to give treasurer’s report at every MW Chapter meeting (not just annually)
- Neil will file a revenue/expense report with National AAPM
- In the secretary’s report at each Chapter meeting, M.E. will include current # of members, and a reminder about dues; John Fan, membership committee chair, will email M.E. when new members are added
- M.E. will email minutes to all members, and to Gary Huang for inclusion on the website
- Recap of standing committees / committee chairs
- The Publication Committee could take pictures at meetings (to post on the website?), and/or create a newsletter, i.e. a brief summary of each Chapter meeting to be emailed to the membership and posted on the website
- The bylaws will be amended to include the office of Past-President; Seelan will draft this
- For future board meetings, the chairs of all standing committees will be invited
- M.E. will email a list of the current officers to National AAPM
- Plato will send the meeting program to M.E. to email it to the membership and to Gary Huang to post it on the website
- M.E. will contact Kevin Corrigan to determine if CATS is still active

2.) Discussion of dues:

- Almost everyone pays through the National website
- M.E. will email the membership to strongly encourage payment thru the National website
- Discussion of how we could best keep track of the last year paid (no decision yet)
- Per Seelan, the best response to requests for dues has been when a mailing was done which included a stamped self-addressed envelope

3.) Discussion of the Chapter mailing list:

- Although Plato emailed member lists to M.E., it was decided that we will rely on the National AAPM mailing list
- M.E. will contact Gary Huang to learn the details of how to access & use the National list

4.) Discussion of up-coming April17 Chapter Meeting:

- Alex will ask all committee chairs to report at every meeting (or at least to send a report)
- Plan to solicit members for the Public Affairs and Publications committees, and the newly-created Historical Committee, at the April Chapter meeting,
- Possible meeting venues are being investigated: Lutheran? Northwestern as a back-up?
- After the venue is confirmed, M.E. will obtain the list of possible vendor sponsors from Alex, and will email an invitation to the vendors to request meeting sponsorship for April
- M.E. will email the venue representative with a list of necessary tasks, i.e. map, parking, lunch, caterer, signage, etc. (Alex or Plato has a task list)

- Have a meeting theme, i.e. a workshop on how to do a specific task? Or have a hands-on workshop after the tour? Examples include “OBI QA”, “TG-142” or “New IMRT Billing” (Should M.E. email the members to see if there is interest in a workshop? No decision yet)

5.) Discussion of CAMPEP credits for Chapter meetings:

- CAMPEP credits are very important for increasing meeting attendance, especially for more-recently-certified members who need MOC
- The program must be finalized 2 to 3 months in advance for credit to be obtained
- The task of submitting information for CAMPEP credit will be taken on by Rob

6.) Plato gave the Treasurer’s Box to Neil, and pertinent Secretary info / items to M.E.

- Plato & Neil will go to the bank to update signatory info on accounts
- Neil already has information about the mutual fund
- Older items in the Chapter Archive will be kept by the newly-created Historical Committee

7.) Discussion of Chapter website: Gary Huang

- Information should be emailed to Gary for inclusion on the website

Meeting adjourned at 9:00PM