

Minutes of  
MW Chapter AAPM Conference Call Board Meeting  
2/17/11

Meeting was convened at approximately 7:00 PM

Present: Alex Markovic, Vythialinga Sathiaselam (Seelan), Al Hrejsa, Rob Laureckas, John Roeske, and Mary Ellen (M.E.) Smajo

- 1.) Update on Chapter Dinner Meeting with panel discussion of Patient Safety/ QA/ Risk Assessment:
  - Tuscany: all is set for 40 people max; Alex saw the room: it will work well for us; they supply mic and projector;
  - Bill Hendee is all set for this;
  - To ensure people sit with new people (not people from their own institution), plan to put table numbers on name tags;
  - Officers will serve as moderators at each table; moderators will be assigned their table question prior to the meeting, so they have some time to prepare to lead the discussion at their table;
  - Someone else will serve as record keeper/reporter (moderators can ask for a volunteer);
  - After the meeting, officers/moderators will type up a summary of the most important points from their table's discussion. Then M.E. will compile a summary of the meeting and send it to the entire MCAAPM email list.
  - Time Plan:
    - ❖ 6:15 sit: appetizers;
    - ❖ Bill: 6:30-7:15; (dinner)
    - ❖ Q&A: until 7:30;
    - ❖ 7:30 Bill explains how break-out discussion will work;
    - ❖ 7:30-8:00: table discussions (break-out sessions);
    - ❖ 7 minutes/table to report back -> end the formal meeting at 9PM.
  - Number of tables: 6 people/table, -> 7 tables;
  - Officers who will facilitate: ME, John Roeske, Seelan, Rob, Alex; M.E. will ask others off-line;
  - Checks from 11 attendees have been received so far, including officers; but it's a month away;
  - After CAMPEP credit is secured, Alex will send a reminder -> may boost attendance;
  - Questions for the break-out session were discussed at length; one primary question will be assigned to each table. The same set of extra questions will be given to all the tables (to be used in case they run out of things to discuss about their assigned question);
  - Remember to bring paper & pens for each table!
- 2.) Request from the ORVC AAPM re: Kentucky & Indiana regs:
  - The board had several questions: we need to learn more about the situation before we decide if we want to (or how best to) participate -> have a conference call with ORVC AAPM;
  - Alex will set up a call, and email the board.
- 3.) Vendor Presentations during the Spring Meeting? The board prefers not to at this time.
- 4.) New Speaker Timer: Rob sent us info about the one he thinks is best. The board prefers to get 3-4 quotes before deciding.
- 5.) Conference call worked well; plan to do this more often for the board meetings!

Meeting adjourned at approximately 8:15 PM