

Minutes of the 2016 Spring Business Meeting

April 15, 2016

Stoney Creek Inn, Onalaska, WI

Date Established: 04/05/1974

Business Purpose: The purposes for which the Chapter is organized are, within the area of jurisdiction of the “Chapter”:

- A. To promote the application of physics to medicine and biology.
- B. To encourage interest and training in medical physics and related fields.
- C. To prepare and to disseminate technical information in medical physics and related fields.
- D. To provide representation to the Board of Directors of the American Association of Physicists in Medicine, hereafter to be known as the “Association”.

Executive Committee:

Mike Kowalok	Past President
Sugata Tripathi	President (1-year term ending after Spring Mtg 2016)
Casey Abing	President Elect
Tony Murphy	Board Rep (3-year term ending end of calendar year 2016)
Wes Culberson	Secretary/Treasurer (2-year term ending after Spring Mtg 2016)

Presiding: Sugata Tripathi, NCCAAPM President

Meeting Start time: 1:02pm

- 1) Introduction – Sugata Tripathi
- 2) Review Minutes from previous meetings – Sugata Tripathi
 - a. Motion to approve meeting minutes was made
 - b. Discussion – none
 - c. Minutes from 2015 Fall meeting approved
- 3) Old Business
 - a. Documentation of chapter rules form previous meetings – Wes
 - i. The meeting minutes for the last 20 years were reviewed
 - ii. Mostly minor motions raised and voted on
 - iii. Several instances of corporate sponsor fees, reimbursement of speakers, etc.
 - iv. Everardo – a student form UW – was paid \$200 by the chapter to review all meeting minutes
 - v. The results of the review are in an Excel spreadsheet
 - vi. Discussion on whether to keep document live or archive
 - vii. Discussion on who will maintain the list
 - viii. Motion to attach the results of this review to the minutes of this meeting – second – discussion – none – Motion passed
 - b. Misc item – regarding backup to board rep. Bruce Curran stated that this no longer would be allowed by AAPM. NCCAAPM will eventually need to change its bylaws to reflect this. This change will be tabled for now until the rest of the AAPM national changes have been made, which will likely affect NCCAAPM bylaws.
- 4) Secretary / Treasurer’s Report – Wes
 - a. Financial Report
 - i. The financial report was presented. A copy is attached to these meeting minutes. A small presentation accompanied the report. It is also attached to these minutes

1. Discussion on how locations are getting expensive to host meetings
 2. Question on how we stack up to other chapters
 - a. Some chapters are bigger, some are smaller
 3. Membership dues are slightly increasing
 4. Corporate sponsorship has leveled off
 5. Tend to break even over the long run regarding excess / deficits
 6. Motion to accept proposed budget made – no discussion – a second to the motion – motion passed.
- 5) Audit Committee Report – Bill Geisler
- a. Bill Geisler and Randall Kruger audited the chapter finances. Everything is in order and a record is attached to these meeting minutes
 - b. Bill also made a silly presentation to Vote for Kruger
- 6) AAPM Board Rep Report – Tony Murphy
- a. Most items were covered during Bruce Curran’s presentation that morning
 - b. Subtle changes in AAPM name: to The American Association for Physics in Medicine
 - i. This will come before the full membership for a vote
 - ii. Should be attractive to other disciplines
 - iii. Science should be broad tent
- 7) New Business
- a. Election results – Wes Culberson
 - i. Results presented
 - ii. 20 more members voted than last year
 - iii. Election ended on April 13th 2016
 - iv. President elect – Wes Culberson
 - v. Secretary / Treasurer – Poonam Yadav
 - vi. Board Rep – Mike Kowalok
 - vii. Full results are attached to these meeting minutes
 - b. Fall 2016 meeting details – Mark Towsley volunteered to help as local arrangements chair in Minneapolis, MN
 - c. Mock oral exam – Casey Abing
 - i. Committee has been formed with Zac Labbey as chair
 - ii. Volunteers to help
 1. Wes Culberson
 2. Mike Kowalok
 3. Tony Murphy
 4. Bill Geisler
 5. Mary Ellen Jafari
 - iii. Handoff to new president – Sugata handed off to Casey
- 8) Adjourned at 14:00

Annual Financial Report (4/15/16)

North Central Chapter of the American Association of Physicians in Medicine (NCCAAPM)

Fiscal year ending Dec 31, 2015

Prepared by: Wesley Culberson, PhD, NCCAAPM Secretary / Treasurer

Revenue

Corporate Sponsorship	\$	5,625.00
Member Dues	\$	2,440.00
Meeting Registration	\$	2,325.39
Interest	\$	18.40
Corporate Donations	\$	
		2,550.00
Total Revenue	\$	12,958.79

Expenses

Meetings

Conference Expenses	\$	9532.94
Invited Speakers	\$	0.00
Night Out	\$	782.64
Awards	\$	700.00
Board Rep Travel	\$	541.06
CAMPEP Fees	\$	780.00
Supplies	\$	332.19
PayPal / EventBrite Fees	\$	372.07
Total Expenses	\$	13,040.90

Excess or Deficit for the Year \$ **(82.11)**

Brief Description of Chapter Activities:

In 2015, the NCCAAPM held two meetings and a special topics symposium. The first meeting was held in Minneapolis, MN and the second meeting and symposium were held together in Madison, WI. At each meeting, there were scientific presentations by full members and students. Awards were given to the top three student presentations. For the special topics symposium, three speakers were invited to present on the Tc-99 crisis. One was Lynne Fairobent from the AAPM and the other two were local entrepreneurs. Travel reimbursements for Lynne were provided by the AAPM.

Balance Sheet

Assets as of January 1, 2015 include **\$22,149.16** in cash and no liabilities.

Proposed 2016 Budget

North Central Chapter of the American Association of Physicians in Medicine (NCCAAPM)
Fiscal year ending Dec 31, 2016

2016

Proposed

Revenue

Corporate Sponsorship	\$	5,000.00
Member Dues	\$	2,200.00
Meeting Registration	\$	2,000.00
Interest	\$	20.00
Corporate Donations	\$	450.00
Total Revenue	\$	9,670.00

Expenses

Meetings

Conference Expenses	\$	6,000.00
Invited Speakers	\$	200.00
Night Out	\$	450.00
Awards	\$	650.00
Board Rep Travel	\$	1,500.00
CAMPEP Fees	\$	780.00
Paypal / Eventbrite Fees	\$	370.00
Supplies	\$	330.00
SUFP Donation	\$	5,000.00
Total Expenses	\$	15,280.00
Excess or Deficit for the Year	\$	(5,610.00)

Proposed 2016 Budget Analysis

North Central Chapter of the American Association of Physicists in Medicine (NCCAAPM)
Fiscal year ending Dec 31, 2016

		2015	2016	
		Actual	Proposed	Diff
Revenue				
Corporate Sponsorship	\$	5,625.00	5,000.00	(625.00)
Member Dues	\$	2,440.00	2,200.00	(240.00)
Meeting Registration	\$	2,325.39	2,000.00	(325.39)
Interest	\$	18.40	20.00	1.60
Corporate Donations	\$	2,550.00	450.00	(2,100.00)
Total Revenue	\$	12,958.79	9,670.00	(3,288.79)
Expenses				
Meetings				
Conference Expenses	\$	9,532.94	6,000.00	(3,532.94)
Invited Speakers	\$	-	200.00	200.00
Night Out	\$	782.64	450.00	(332.64)
Awards	\$	700.00	650.00	(50.00)
Board Rep Travel	\$	541.06	1,500.00	958.94
CAMPEP Fees	\$	780.00	780.00	-
Paypal / Eventbrite Fees	\$	332.19	370.00	37.81
Supplies	\$	372.07	330.00	(42.07)
SUFP Donation	\$	-	5,000.00	5,000.00
Total Expenses	\$	13,040.90	15,280.00	2,239.10
Excess or Deficit for the Year	\$	(82.11)	(5,610.00)	



NORTH CENTRAL CHAPTER
OF THE
AMERICAN ASSOCIATION OF PHYSICISTS IN MEDICINE

Secretary / Treasurer Report

2016 NCCAAPM Spring Business Meeting
La Crosse, WI

Wes Culberson, PhD, DABR
University of Wisconsin – Madison
University of Wisconsin Medical Radiation Research Center (UWMRRC)

April 15, 2016

NCCAAPM Statement of Operations

Fiscal Year Ending Dec 31, 2015

	Actual
Revenue	
Corporate Sponsorship	\$ 5,625.00
Member Dues	\$ 2,440.00
Meeting Registration	\$ 2,325.39
Interest	\$ 18.40
Corporate Donations	\$ 2,550.00
Total Revenue	<u>\$ 12,958.79</u>
Expenses	
Meetings	
Conference Expenses	\$ 9,532.94
Invited Speakers	\$ -
Night Out	\$ 782.64
Awards	\$ 700.00
Board Rep Travel	\$ 541.06
CAMPEP Fees	\$ 780.00
Supplies	\$ 332.19
PayPal / EventBrite Fees	\$ 372.07
SUFP Donation	\$ -
Total Expenses	<u>\$ 13,040.90</u>
Excess or Deficit for the Year	<u>\$ (82.11)</u>

NCCAAPM Balance Sheet

Jan 01, 2016

Assets

Cash \$ 22,149.16

Liabilities

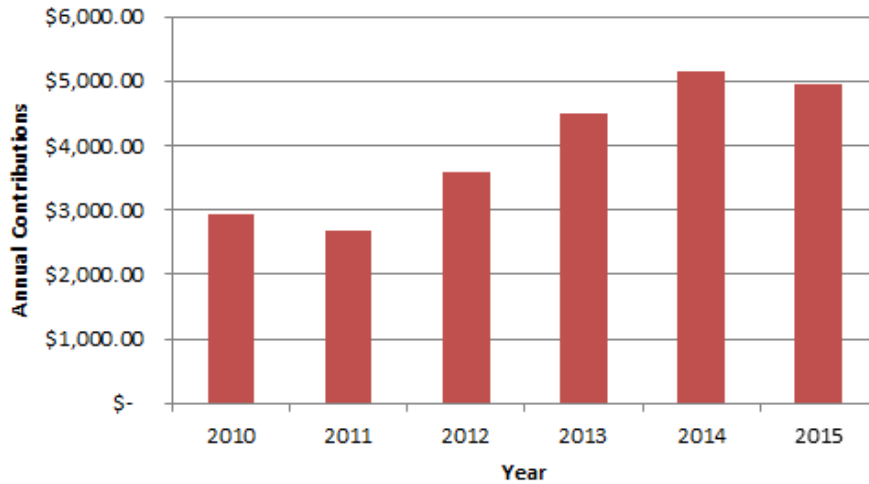
\$ 0

Total Assets 22,149.16

NCCAAPM 2015 Spring Meeting		
Minneapolis, MN		
		Actual
Revenue		
Meeting Registration	\$	1,042.00
Corporate Donations	\$	-
Total Revenue	\$	1,042.00
Expenses		
Conference Expenses	\$	1,418.25
Invited Speakers	\$	-
Night Out	\$	
Awards	\$	325.00
CAMPEP Fees	\$	418.00
Total Expenses	\$	2,161.25
Excess or Deficit	\$	(1,119.25)

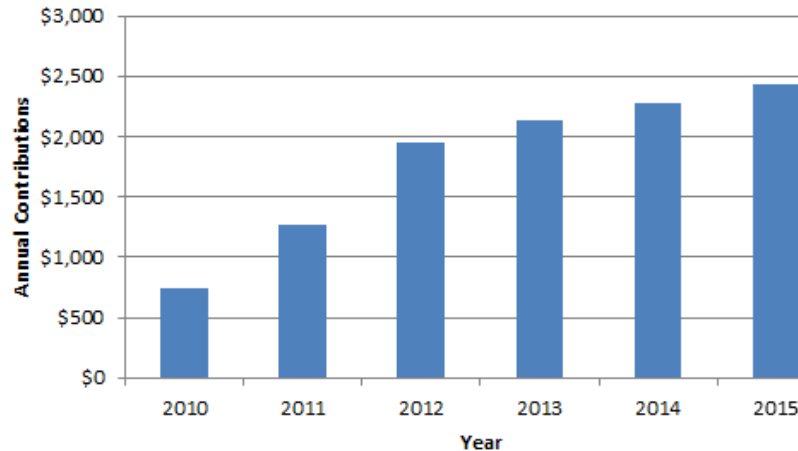
NCCAAPM 2015 Fall Meeting		
Madison, WI		
		Actual
Revenue		
Meeting Registration	\$	1,283.39
Corporate Donations	\$	2,550.00
Total Revenue	\$	3,833.39
Expenses		
Conference Expenses	\$	8,114.69
Invited Speakers	\$	-
Night Out	\$	782.64
Awards	\$	375.00
CAMPEP Fees	\$	362.00
Total Expenses	\$	9,634.33
Excess or Deficit	\$	(5,800.94)

NCCAAPM Corporate Sponsorship



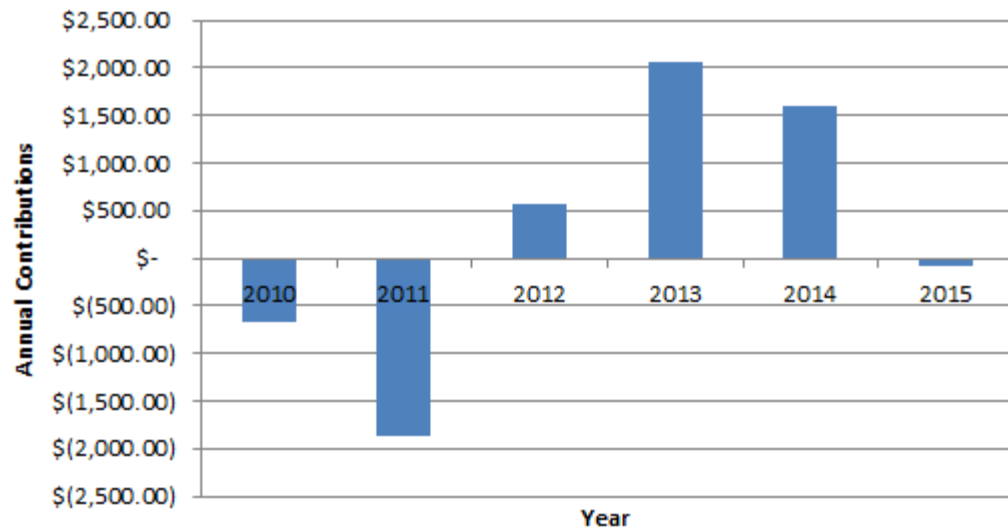
Proposed 2016
budget \$5,000
(~22 Sponsors)

NCCAAPM Member Dues



Proposed 2016
budget \$2,200
(110 members)

Excess of Deficit for the Year



NCCAAPM Budget Proposal
Fiscal Year Ending Dec 31, 2016

	2015 Actual	2016 Proposed	Diff
Revenue			
Corporate Sponsorship	\$ 5,625.00	5,000.00	(625.00)
Member Dues	\$ 2,440.00	2,200.00	(240.00)
Meeting Registration	\$ 2,325.39	2,000.00	(325.39)
Interest	\$ 18.40	20.00	1.60
Corporate Donations	\$ 2,550.00	450.00	(2,100.00)
Total Revenue	\$ 12,958.79	9,670.00	(3,288.79)
Expenses			
Meetings			
Conference Expenses	\$ 9,532.94	6,000.00	(3,532.94)
Invited Speakers	\$ -	200.00	200.00
Night Out	\$ 782.64	450.00	(332.64)
Awards	\$ 700.00	650.00	(50.00)
Board Rep Travel	\$ 541.06	1,500.00	958.94
CAMPEP Fees	\$ 780.00	780.00	-
Paypal / Eventbrite Fees	\$ 332.19	370.00	37.81
Supplies	\$ 372.07	330.00	(42.07)
SUFP Donation	\$ -	5,000.00	5,000.00
Total Expenses	\$ 13,040.90	15,280.00	2,239.10
Excess or Deficit for the Year	\$ (82.11)	(5,610.00)	

2015 Financial Summary

- 2016 will reflect the \$5,000 donation to SUFP
- Chapter finances are healthy
- Corporate sponsorship continues to be largest source of revenue
- Membership is still increasing. Corporate sponsorship may have leveled out.

Audit Completed

A review of the financial records/bank statements for the North Central Chapter of the AAPM was performed by Robert Dahl for the period of Jan. 1, 2015 – Dec. 31, 2015. Based on the bank statements and check book register, all transactions appear to be in order.



Robert Dahl, MSc.
Dept. of Radiation Oncology
Mayo Clinic



William R. Geisler, M.S.
Dept. Radiology
Marshfield Clinic

Questions



Year	Meeting	Category	Motion Discussed	Voting Outcome	Additional Notes
2015	Fall	Sponsoring	NCCAAPM sponsoring a SUFP student	Majority passed	The NCC AAPM should make a one time donation to the AAPM-SUFP (Summer Undergraduate Fellowship Program) of \$5,000
2015	Fall	Minutes	Collate all past meeting minutes motions into a list	Majority passed	Pay a student \$200 for this activity
2015	Spring	Speakers	EXCOM be tasked with writing an updated policy for when it is OK to waive registration and reimburse travel	Majority passed	The policy would be discussed and voted on as a new rule or bylaw at the next business meeting. It was suggested that any such guidance be tied to the chapter budget and whether or not funds are available for travel
2015	Spring	Other	Chapter meetings may be broadcast as a webinar	No voted (discussion)	Vendor support would likely decrease if fewer people came to a meeting because of a webcast option. Technology necessary for webcasts is both expensive and not uniformly available at all meeting sites.
2015	Spring	Speakers	Querying other chapters to find out how they deal with reimbursing speakers	No vote indicated	
2014	Fall	Mtg Registration Fees	Nonmember member registration fees increased by \$10	Majority passed	
2014	Fall	Meeting Days	Move the meeting day to Saturday	No vote indicated	No interest from the chapter members present
2014	Fall	Speakers	Vendors giving talks for a fee	No voted (discussion)	It may not be scientific. The chapter has done this previously. Something to consider, but only if thoroughly thought out by the meeting planning committee.
2014	Fall	Speakers	Adopting existing AAPM rules for invited speakers	No voted (discussion)	It was not clear what has been done and approved before
2013	Fall	Corporate Fees	Increase vendor chapter dues from \$225 to \$250	Majority passed	
2013	Fall	Corporate Fees	Reimbursements	Majority passed	"Discussion of increasing member dues to be discussed at annual meeting (spring) per bylaws". This increase was rescinded at the Spring, 2014 meeting because it was never enacted in the AAPM system.
2013	Fall	Other	Including workshops with chapter meetings	No vote indicated	
2013	Spring	Meeting Days	Motion to hold fall meetings on a Friday	Majority passed	This could have been for just the upcoming fall meeting
2012	Fall	Sponsoring	\$4k support for undergrad fellow	Did not pass (no majority)	
2012	Fall	Other	Support of MDH "Minnesota's Optimize your Practice Collaborative Project	Majority passed	
2012	Fall	Mtg Registration Fees	Increase registration fees to \$20/\$25 and/or adjust registration fees based on venue expenses	No voted (discussion)	
2012	Spring	Sponsoring	Donate \$4000 to support a summer fellow	No voted (discussion)	This topic will be presented again for vote at the Fall meeting
2011	Spring	Membership Fees	increase chapter dues from \$10 to \$20 per year	Majority passed	

2011	Spring	Other	Chapter officers should write to the state to slow down regulations until the NRC determines regulations.	Majority passed	"Chapter officers will send a letter to the state of Wisconsin radiation protection division recommending the staff hold off on the current enforcement of the dose medical event limit on LDR Prostate Brachytherapy until they receive further guidance from the NRC and their medical advisory committee. The current approach seems to have no benefit to patients or medical staff, and it is a poor use of state resources."
2010	Fall	Other	AAPM board representative attendance at the national board meeting	No vote indicated	If the Representative is unable to attend the national board meeting, Chapter President should be notified and someone else would be sent so NCC is represented at the national board meeting
2010	Fall	Meeting Days	"Future meetings will be staggered between Fridays and Saturdays, and also day of week will be staggered among the different chapter locations"	No vote indicated	
2010	Spring	Other	Having a joint meeting with the Midwest chapter	No vote indicated	
2009	Fall	Other	Meeting allocation at vendor facilities	No vote indicated	Offers have been made to hold the meeting at vendor facilities for no charge. They were rejected to avoid conflict of interest. After a discussion of pros and cons, it was decided to look for non-vendor sites
2008	Fall	Awards	Young Investigators competition now includes Post-Docs	No vote indicated	"It was decided that residents and Post-Docs's who are being trained in clinical medical physics would be eligible for the student presentation award, while Post-Doc's that are only working on research would not be eligible. In the future the competition will be called a "Young Investigators Competition"."
2007	Fall	Other	Chapter president send a letter to members of congress in the four-state area encouraging to support the CARE bill	Majority passed	
2007	Spring	Sponsoring	Funds to sponsor national speakers at chapter meetings	No vote indicated	"Walter Tang requested a motion to approve funds to sponsor national speakers to chapter meetings once a year. Rich Geise stated that this was approved few years ago and there is no need for a motion. There was no opposition to this."
2006	Fall	Corporate Fees	Raise corporate sponsorship fees to \$225	No vote indicated	"Raising corporate sponsor fees: the fees for the 2007 will be raised to \$225/yr"
2005	Spring	Membership Fees	Increase dues to \$10 per year	No vote indicated	
2004	Fall	Mtg Registration Fees	Raise to \$15	Majority passed	
2004	Fall	Other	Non-AAPM members that are NCCAAPM members may not vote Board representatives	No vote indicated	"this would give them a figurative voice in a national organization to which they do not belong"
2004	Spring	Meeting Days	Decrease the frequency of the meetings to one per year	No voted (discussion)	"most present felt that would lower the overall ability of the membership to attend any chapter meetings"
2004	Spring	Speakers	Have one invited speaker per year	No voted (discussion)	
2003	Fall	Other	Chapter participating and championing a public educational resource	No vote indicated	Chapter members provide information regarding medical imaging and radiation therapy that could be used to educate the general public
2002	Fall	Sponsoring	Continued sponsoring for two international physicist's AAPM membership	Majority passed	The major point of discussion was that the membership would like to hear from the recipients and get an idea of their work and professional activities
2002	Fall	Sponsoring	Chapter sponsoring for the ABS School of Brachytherapy Physics	Majority passed	
2002	Fall	Other	Proposal for changes in the Constitution and By Laws	No vote indicated	Brought by the need of rules, which are separate from the By Laws and Constitution that can be more fluid in nature
2001	Fall	Other	Chapter officers would begin their terms at the beginning of the year	Did not pass (no majority)	The motion was withdrawn and a motion was passed to refer the bylaw changes to EXCOM
2001	Fall	Awards	Follow up letters regarding chapter fellow nominations	No vote indicated	Write letter and suggest that non-academic work is also valuable

2000	Spring	Other	Appointing an ad-hoc committee to survey whether chapter is meeting the needs of the members and investigate ways to promote chapter involvement	No voted (discussion)	
1999	Fall	Membership Fees	Membership dues for full members will be \$10 every other year.	No vote indicated	A \$100 lifetime membership will also be available
1999	Fall	Other	Have continuing ed credits to be free to members who want them (totally) sponsored by the chapter	Majority passed	
1998	Fall	Other	Emeritus members should be allowed free admission to the meetings	Majority passed	
1998	Fall	Awards	There will be a first, second and third places for the best student presentations at future meetings	No vote indicated	
1997	Fall	Awards	Establishment of the Awards and Honors Committee.	Majority passed	The committee should be established to handle awards and honors. The appointments to the committee shall have 3 year terms. The President-Elect shall appoint a new member each year so that the terms will be rotating
1996	Fall	Sponsoring	Support 2 Partners in Physics for a period of 3 years	Majority passed	
1996	Spring	Other	The Past chapter president should be the chair of FINCOM	Majority passed	
1996	Spring	Other	FINCOM has authority to invest funds as it sees fit	No voted (discussion)	FINCOM needs to present to the membership a strategy for investment/expenditures that it deems best for the chapter
1995	Fall	Other	Establishment of a finance committee (FINCOM) consisting of the EXCOM and 2 additional appts from the chapter members	Majority passed	The goal of the committee would be to formulate a plan to manage the funds and present to the members through the spring mailing
1995	Fall	Other	Organize a mammo symposium in Fall 1996	Majority passed	



NORTH CENTRAL CHAPTER
OF THE
AMERICAN ASSOCIATION OF PHYSICISTS IN MEDICINE

Election Results

2016 NCCAAPM Spring Business Meeting
La Crosse, WI

Wes Culberson, PhD, DABR
University of Wisconsin – Madison
University of Wisconsin Medical Radiation Research Center (UWMRRC)

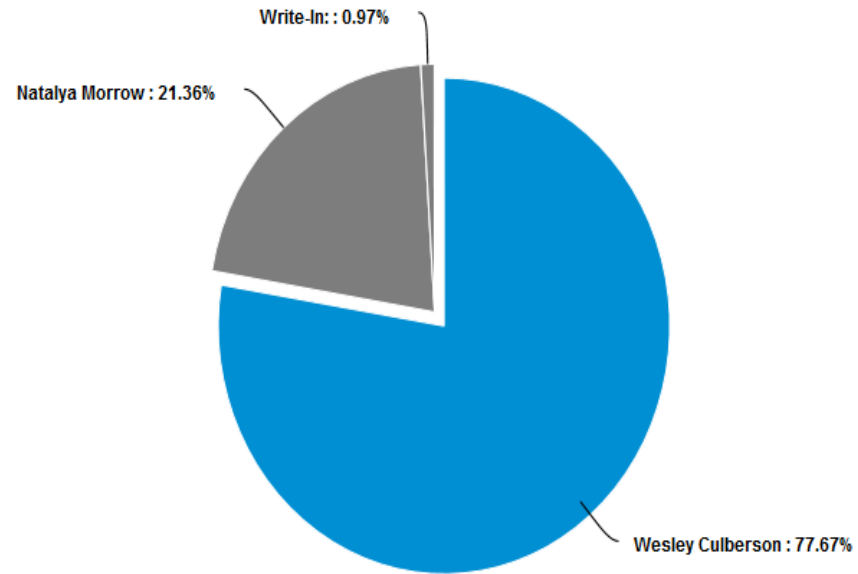
April 15, 2016

2016 NCCAAPM Election - Dashboard

VIEWED  416	STARTED  104	COMPLETED  103	COMPLETION RATE  99.04%	DROP OUTS  1	TIME TO COMPLETE  0 secs
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- Elections hosted by AAPM for the second time
- Election end date was April 13, 2016
- 20 more members voted than last year
- Results verified by Sugata, NCCAAPM president, since Wes as secretary / treasurer was a candidate
- Office of secretary / treasurer and president-elect begin immediately following today's meeting
- Secretary / Treasurer term is 2 years
- Office of Board Rep begins Jan 1, 2017
- Board Rep term is 3 years

NCCAAPM Chapter President-Elect:



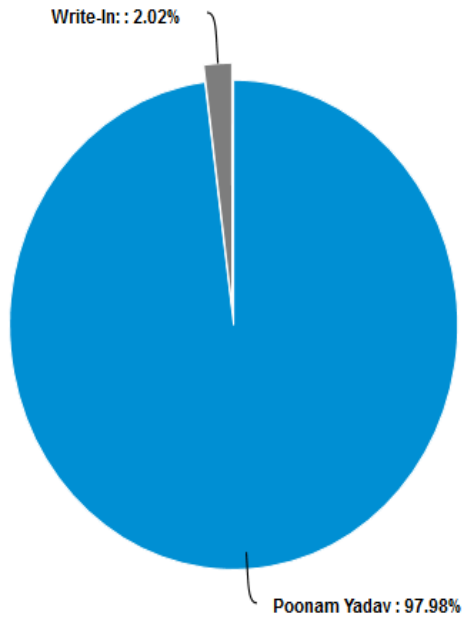
Answer	Count	Percent	20%	40%	60%	80%	100%
Wesley Culberson	80	77.67%	<div style="width: 77.67%; height: 10px; background-color: #0070C0;"></div>				
Natalya Morrow	22	21.36%	<div style="width: 21.36%; height: 10px; background-color: #666666;"></div>				
Write-In:	1	0.97%	<div style="width: 0.97%; height: 10px; background-color: #CCCCCC;"></div>				
Total	103	100 %					

NCCAAPM Chapter President-Elect:

- Text Data for Write-In:

03/31/2016	19287517	Patrick Hill
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NCC-AAPM Chapter Secretary / Treasurer

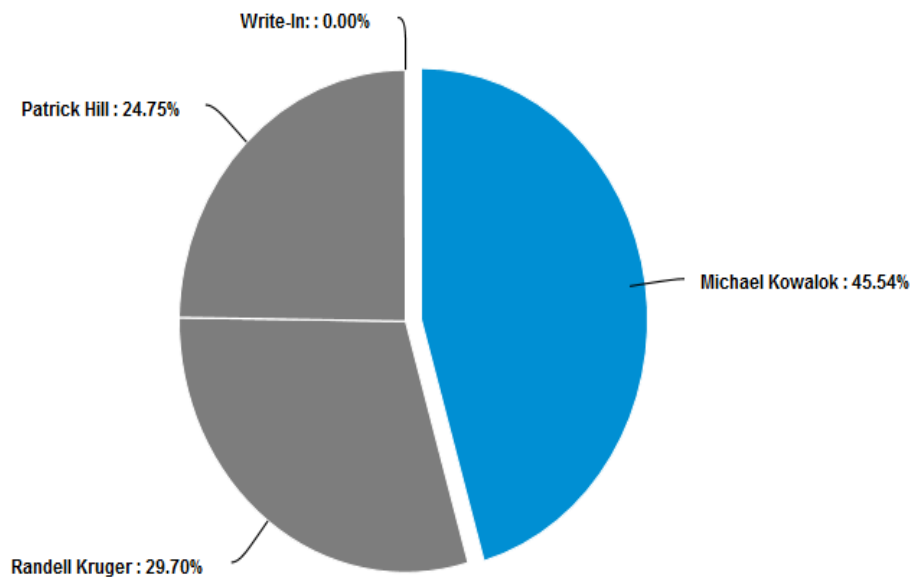


Answer	Count	Percent	20%	40%	60%	80%	100%
Poonam Yadav	97	97.98%	<div style="width: 97.98%; height: 10px; background-color: #007bff;"></div>				
Write-In:	2	2.02%	<div style="width: 2.02%; height: 10px; background-color: #6c757d;"></div>				
Total	99	100 %					

NCC-AAPM Chapter Secretary / Treasurer - Text Data for Write-In:

04/07/2016	19292569	John Wochos
03/31/2016	19287517	Patrick Hill

NCC- AAPM Chapter Board Rep



Answer	Count	Percent	20%	40%	60%	80%	100%
Michael Kowalok	46	45.54%					
Randell Kruger	30	29.7%					
Patrick Hill	25	24.75%					
Write-In:	0	0%					
Total	101	100 %					

NCC- AAPM Chapter Board Rep - Text Data for Write-In:

Questions

