

# North Central Chapter of the AAPM Fall Meeting – Business Meeting Minutes 2023

## Business Meeting 12:10pm 10/20/2023

Glacier Canyon Conference Center, 45 Hillman Rd, Wisconsin Dells, WI 53965

**Present:** Jesse Belschner, Wesley Culberson, Gemma Davies, Larry DeWerd, Carri Glide-Hurst, Randell Kruger, Bhudatt Paliwal, Ashley Tao, Bruce Thomadsen, Mark Towsley, Alisa Walz-Flannigan

**12:10 PM meeting called to order by Ashley Tao. 11 full NCCAAPM members present, 3 executive committee members, quorum is met.**

1. Mark Towsley - motion to approve Spring 2023 business meeting minutes, Wesley Culberson seconded. Hearing no objections, everyone in favor. Motion approved.
2. Ashley Tao updated the group that Lisa Schober is working on filing new governance documents after chapter voted to approve changes. AAPM HQ cover cost.
3. New website is almost finished, currently GD and AT are editing website which uses WordPress. Michael Kowalok has stepped down from his role in website maintenance.
4. Mark Towsley asked about old archives. AT informed him they have been downloaded into the NCCAAPM Google Drive, after members voted at the last business meeting to not pay for them to be ported over to the new website (had to pay on a per page basis). AT reassured group that all chapter members will have access to meeting archives if requested. Carri Glide-Hurst commented that we could have a student take over website maintenance.
5. AT updated group that we are ready to submit FAAPM John Wochos nomination when AAPM system opens up – currently delayed on the main website.
6. Gemma Davies presented Secretary/Treasurer report slide – attached, see Appendix 1.
7. Wesley Culberson presented Board Rep report – attached, see Appendix 2.
8. Ashley Tao announced NCCAAPM spring 2024 meeting will be held at the Mayo Clinic on April 4<sup>th</sup> and 5<sup>th</sup> 2024 and will include a half-day Theranostics symposium.
9. Discussion of historical chapter records – group decided that we will pay a student to digitize the paper records which currently reside in two plastic boxes. All records since GD took over as Secretary/Treasurer now reside on NCCAAPM Google Drive folder. The digitized records will also be stored here. Motion from AT: Propose paying student to digitize records and organize in folder by year, Gemma to add to spring 2024 budget. Approved by all. UW standard rate is \$30 per hour.
10. AT brought up DREAM and summer undergraduate fellow: AAPM has two programs for undergraduate students. Should chapter sponsor an additional DREAM fellow? Cost is \$6000, we will add to the spring 2024 budget and vote on the budget at the spring meeting. Carri Glide-Hurst said she will pick up the tab if it is not approved since applications for 2024 are due before our chapter budget will be approved. If members do not approve it in the annual budget in spring 2024, then the student would have to go to UW since CGH is covering cost.
11. AT reminded group that nominations from 2024 officers are needed for President-Elect and Secretary/Treasurer. Electronic ballot to take place early spring 2024.

12. AT suggested chapter members are surveyed to try to increase attendance at chapter meetings. Gemma to look into this. Could either send Google Form for a survey or ask Farhana to initiate one.

**12:39 PM Meeting adjourned.**

# Financial summary 10/2023



- Current account balance (10/19/2023): **\$12,458.03**
- Savings account balance (10/19/2023): **\$38,551.50**
- Corporate sponsorship received in 2023: **\$5,175** (23 vendors)
  - Night out sponsorships 2023: **\$1,550**
- Membership dues received: **\$3,300**
- Spring meeting 2023:
  - Eventbrite funds received: **\$1,498.30**
  - Venue and catering: **-\$2,109.11**
  - Night out: **-\$3,507.02**
  - CAMPEP: **-\$420**
- New website cost: **\$2,010.95**

NCCAAPM Representative to the Board Update  
NCCAAPM Fall Meeting  
Wisconsin Dells, WI  
October 20, 2023  
Wesley Culberson

Since the last NCCAAPM meeting, the AAPM Board of Directors met in-person on Thursday, July 27, 2023 in Houston, TX. This was following the conclusion of the AAPM Annual Meeting.

Dan Bourland acting as chairman of the board presided over the meeting.

Notable items included:

1. Updates on the executive director search process
  - a. Sterling Martin and Associates is the firm contracted to find the next AAPM executive director
  - b. Ad Hoc Advisory Committee on Search and Transition's (AHST) recommendation for a new Executive Director will put forth a recommendation.
  - c. As of today, Octo 20, 2023, the AHST has not put forth a recommendation, but the indications are that they are close. The BOD will meet in executive session this Fall to discuss.
2. Discussion and lack of consent to hold a special meeting of the Board and Strategic Planning Committee in March, 2024.
  - a. With a new director in place, would this be advantageous for this person to be a part of a significant strategic planning meeting or would this be premature?
  - b. Is this a good use of AAPM resources?
  - c. Strategic planning has been done before and there was concern on the lack of follow up. Angela Keyser did not weigh in heavily, but cautioned against repeating what has happened before where the planning was not carried out.
3. At the Spring meeting, I reported that the Ad Hoc Advisory Committee on Membership (AHCMEM) proposal for the change in membership categories
  - a. Vote to the AAPM membership to approve took place with a voting end date of September 1, 2023.
  - b. Voting results (21% of membership voted) was a pass with 87% voting "yes"
    - i. Proposal 1 – Revision of AAPM Membership Classes and Corresponding Annual Dues and Structure
4. Values survey was initiated amongst BOD members to help "identify and communicate values"
  - a. Initiated August, 2023.
5. Finances were reported as being healthy
  - a. The goal of meeting a reserve target funds account of \$15.51M has been met.
  - b. Current reserve is \$15.58M
6. Ehsam Samei, AAPM President, is "exploring ways by which the review process for the AAPM reports can be made more efficient, proficient, moving away from the stand-alone reports"

7. Election results
  - a. President-elect Mahadevappa Mahesh
  - b. Secretary – Sonja Dieterich
8. AAPM Membership
  - a. currently 9,465 members
  - b. 3,313 total registrants for the annual meeting, of which 281 were virtual. More registrants than Washington DC and 2019 (pre-pandemic) in San Antonio. Interestingly, exhibitor registration has dwindled slightly
9. Camp AAPM for childcare at the Annual Meeting is an attempt to have members bring families to Annual meetings, like the good ole days. This year <10 children were registered.
10. AAPM website will undergo a significant upgrade, transitioning to a new content management system (CMS)
11. The Committee on Medical Physicists as Educators has launched and has been working on various projects to improve medical physics education including a “club” that meets periodically.
12. Some financial discussions took a lot of discussion on a proposal to make changes to the AAPM International Funds. Currently there are seven funds. The proposal is to spend them down and open three new ones.
13. Discussions on Medical Physics Institute(MPI) took place. This MPI embraces the idea of providing reports on early assessment of technology in a coordinated fashion. Vendors would pay in, clinical physicists would test, and the AAPM would manage the whole situation. No vote was taken on this topic, but MPI proposed a business plan.
14. Governance Committee
  - a. For discussion - Recommended an option for a non-voting Board Member to be added to the board to increase diversity.
  - b. For discussion - Recommends the Chair of the Board being a 3-year term
15. The next BOD meeting will be virtual on November 16, 2023