

## 2011 Executive Board Meeting Minutes

Friday, March 25, 2011

Held at the Chula Vista in Wisconsin Dells, WI.

Attendees: Vicki Mullins, Tracy Nelson, Amy Heath, Mindy Opelt, Marcie Wiederholt, Charlene Hayward, April Holler, Stacey Pigeon, Sarah Burski, Tracy Katzer and Erica Stehsel.

Stacey Pigeon called the meeting to order at 6:15 p.m. April Holler seconded the motion.

### 1. Reports

#### a. President

- i. RT in DC – It looks very hopeful for the CARE Bill to be passed this year. Please help us by advocating for the bill and getting the word out. You can go to ASRT online to find out who your district representative is and ways you can help advocate for the CARE Bill. Special thanks to the Riverview Hospital Foundation for sending Vicki!

#### b. Treasurer's Report

- i. The beginning balance on October 1<sup>st</sup>, 2011 **\$12,203.61**

##### 1. Expenditures include:

- a. Website Hosting
- b. Meeting Expenses
- c. Board Member Reimbursement
- d. Board – ASRT Membership
- e. Printing and Postage
- f. Bonding - Treasurer
- g. Licenses
- h. Misc.

##### 2. Income included:

- a. Membership - Student
- b. Meeting Registration
- c. Donations
- d. Vender Fee

- ii. The balance on December 31<sup>st</sup>, 2011 was **\$11,215.83**

- iii. The beginning balance on January 1<sup>st</sup>, 2011 was **\$11,215.83**

##### 1. Expenditures include:

- a. Website Hosting
- b. Licenses and Permits
- c. Postage
- d. Speaker Honorariums – Spring Meeting 2011

##### 2. Income included:

- a. Membership – Active, Late, New
- b. Misc.

- iv. The balance on March 31<sup>st</sup>, 2011 was **\$11,682.86**

- v. We have official tax exempt status and all of our licenses are up to date.
- vi. Our yearly audit has been completed.
- vii. Our funds are down \$5,000 from last year. We have proposed a few ways in which we can hopefully get more funds.
  - 1. Board Mileage Reimbursements – cut back to \$.25 per mile for travel. A map from an online resource such as Map Quest should be submitted with the mileage reimbursement for accuracy.
  - 2. Board Hotel Reimbursements – The board member shall be reimbursed for only half of the hotel cost unless they room with another fellow board member.
  - 3. Dinner for the night of the Executive Board Meeting should be a \$20 per person cap.
  - 4. Dues – RTOW students to pay \$15 twice a year for membership. The president, president-elect, secretary and treasurer should be the only board members who have their memberships paid for. Increase the overall cost of the general membership fees.
  - 5. Website hosting is cheaper if we pay by the year.

c. Secretary's Report

- i. There are currently 138 RTOW members for 2011.
  - Therapists: 80
  - Dosimetrists: 8
  - 2011 Students: 18
  - 2012 Students: 20
  - Educators: 4
  - Directors/Managers: 7
  - Other (Not Specified on application): 1
- ii. From here on out an email will be sent after the Spring Meeting to inform members that the Newsletter and meeting notes are available on the website. After the Fall Meeting a letter along with a membership application will be sent out instead.

d. By-Laws Report

- i. Proposed Additions to the ByLaws:
  - 1. Article 6, Section B President
    - a. 10. Shall be a member of the ASRT
    - b. 12. Shall be a voting officer of the Executive Board
  - 2. Article 6, Section E Secretary
    - a. 8. Shall be a member of the ASRT
    - b. 9. Shall be a member of the WSRT
    - c. 10. Shall be a voting officer of the Executive Board
  - 3. Article 7, Section F Treasurer
    - a. 10. Shall be a member of the ASRT
    - b. 11. Shall be a member of the WSRT

- c. 12. Shall be a voting officer of the Executive Board
  - 4. Article 6, Section I Student Representative
    - a. 5. Shall consist of two students, the RT Club President from the class on campus at UW-LaCrosse, and the outgoing RT Club President, representing the class at internship.
- ii. Proposed Changes to the ByLaws:
  - 1. Article 6, Section B President-Elect
    - a. 3. Shall attend all business sessions and meetings of the Executive Board to: *Shall attend all business sessions and meetings of the Executive Board without voting privileges.*
  - 2. Article 6, Section D Past President
    - a. 1. Shall attend Executive Board meeting with voting privileges to: *Shall attend Executive Board meetings as a member of the Executive Board without voting privileges.*
  - 3. Article 6, Section G Area Representatives
    - a. 4. Shall serve as a voting member of the Executive Board attending meetings, advising officers and performing such duties as may be delegated by the executive board to: *Shall serve as a non-voting member of the Executive Board, attending meetings, advising officers and performing such duties as may be delegated by the executive board.*
  - 4. Article 6, Section H By-Laws Chairperson
    - a. 3. Shall serve as a voting member of the Executive Board to: *Shall serve as a non-voting member of the Executive Board.*
  - 5. Article 6, Section I Student Representatives
    - a. 1. Shall represent student members as a voting member at Executive Board meetings to: *Shall represent student members as a non-voting member at Executive Board meetings.*
  - 6. Article 8 The Executive Board
    - a. 1. The Chairperson of the Executive Board shall be the President. Voting members of the Executive Board shall be the current elected officers, the immediate past president, the Student Representative and the four Area Representatives. Ex-officio members shall include the Historian and Bylaws Chairperson (elected by the members for a two year term) and other persons appointed by the President for the completion of a specified task or committee to: *The Chairpeson of the Executive Board shall be the President. Voting members of*

*the Executive Board shall be the current elected officers. Ex-officio members shall include the immediate past president, the president-elect, the Student Representatives, the four Area Representative, Bylaws Chairperson, webmaster and other persons appointed by the President for the completion of a specified task or representing a committee, the appointment to expire with the completion of the task or committee.*

iii. Proposed Deletions to the Bylaws:

1. Article 5A Elections

- a. 7. Student members will elect a Student Representative for a one year term, by a written ballot in the spring of the year.

iv. Proposed Additions – Policy and Procedures

1. Section 4 Meeting Planning

- a. 12. There will be no reimbursement for cancelled meeting registration.

v. Proposed Changes – Policy and Procedures

1. Section 5 Financial Aspects

- a. 4. Reimbursement for expenses of Executive Board and Committee meetings shall be according to the following guidelines. Mileage for travel > 35 miles from home is reimbursed at the federal rate. Meals during meetings will be paid by RTOW. If a meeting requires an overnight stay the Board or Committee members may be reimbursed for the cost of the RTOW meeting chosen hotel if not paid by an employer. (A receipt is required.) to:  
*Reimbursement for expenses of Executive Board and Committee meetings shall be according to the following guidelines. Mileage for travel >35 miles from home is reimbursed at half of the federal rate. MapQuest or similar data must be submitted to show mileage. Meals during meeting will be paid by RTOW, not to exceed \$20 per attendee and no alcoholic beverages. If a meeting requires an overnight stay the Board or Committee members may be reimbursed for the half of the hotel room cost per board member sharing the room of the RTOW meeting chosen hotel if not paid by an employer. (A receipt is required.)*

- b. 5. Current dues rates are as follows:

Between Jan. 1-31 of each year	After Jan 31
\$20 for Active, inactive and associate members	\$32
\$10 for Students	\$10

\$10 for Retired

\$22

The late fee will be waived for any professional joining after January 31 who has never been a member of the RTOW.

Student memberships will be paid at the beginning of the internship. The membership will be active until graduation. Student renewal will be the January after graduation.

The executive board members will receive free membership while holding office as an active member on the board.

TO:

*Current dues rates are as follows:*

<i>Between Jan. 1-31 of each year</i>	<i>After Jan 31</i>
<i>\$30 for Active, inactive and associate members</i>	<i>\$42</i>
<i>\$15 for students</i>	<i>\$27</i>
<i>\$20 for retired</i>	<i>\$32</i>

*The late fee will be waived for any professional joining after January 31 who has never been a member of the RTOW.*

*Student members will pay for the memberships in the fall of their year on campus at UW-LaCrosse, which will include their membership for the remainder of that calendar year, as well as the following. They will then pay again the January of their year at internship. They will be considered student members until graduation, then members until the end of the calendar year.*

*The executive board officers will receive free membership while holding office as an active officer on the board.*

2. Section 6 Award and Paper Competitions

- a. 2. Criteria for this award are determined by the RTOW and are attached in appendix 1. To: *Criteria for this award are determined by RTOW and are located on the website.*
- b. 5. Abstracts of the winning papers will be placed in the newsletter; therapists may request a copy of the paper to read from the secretary to: *Abstracts or presentations of the winning papers will be placed on the website; therapists may request a copy of the paper to read from the secretary.*

vi. Proposed Deletions – Policy and Procedures

1. Section 5 Financial Aspects

- a. The registration fees for biannual meetings are to be paid by RTOW for the President, President-Elect, Secretary and Treasurer.

e. Area Representative's Reports

i. Southwest

1. Turville Bay in Madison will be holding an annual ice cream social on June 5<sup>th</sup>, 2011.
2. Johnson Creek went paperless using Epic and Aria's EMR system.
3. St Clare is looking for a full time therapist in Baraboo.
4. UW Hospital and Clinics is working on going paperless. The East Clinic is 90% of the way there.
5. The UW System is also getting a View Ray. This machine can take MRI images and then can treat with cobalt.

ii. Northwest

1. St Michael's in Stevens Point will be getting a new machine.
2. There will be a new cancer center opening up in Rice Lake.
3. Marshfield will be starting to use HDR.

iii. Southeast

1. Columbia St Mary's Hospital recently hired a pool radiation therapist, a full time physicist, a full time nurse and a radiation oncologist.
2. Columbia St Mary's Hospital recently received ACR accreditation at both the Milwaukee and Ozaukee campuses.
3. Columbia St Mary's Hospital also started using brachy-mesh as a treatment for lung cancer patients.
4. Wheaton Franciscan Healthcare recently filled a full time radiation therapist position and is currently looking to fill a chief physicist position.
5. Froedtert Hospital recently filled a full time dosimetrist position starting in March and is looking to fill a part time dosimetrist position.
6. Froedtert Hospital will be replacing their oldest linac this summer.
7. Community Memorial Hospital will be getting a new linac in April and their patients will be spread out between St Joe's in West Bend or Froedtert.
8. The VA Hospital filled a full time radiation therapist position.
9. St Luke's Hospital replaced one of their linacs with a Varian TrueBeam Accelerator – 1<sup>st</sup> in State and Region and is looking to get a wide bore CT scanner in the near future.
10. St Luke's Hospital upgraded their EMR to Varian's ARIA

iv. Northeast

1. No report.

f. Webmaster's Report

- i. Thank you for sending information that needs to go on the web to both Amy Heath and Dawn Henrich.
    - ii. Please continue to use PayPal to sign up for membership and meetings.
  - g. RT intern report
    - i. University of Chicago
      - 1. They finally have their new rapid arc linac up and running this semester, lightening our patient load on the other machines making life a little less hectic around the department. We are working on making educational videos for new patients as this year's student QA project and have started assisting with data collection for department QA and research in addition to our other morning jobs. We are otherwise staying busy with school work and looking forward to hosting everyone for the CART competition.
    - ii. Gunderson Lutheran
      - 1. Everything is going great at GL. All three of us are still looking for jobs. We have been helping out the new RT class with labs and will be participating in future labs.
    - iii. Froedtert
      - 1. Heather Schultz has been accepted into the Dosimetry program. She has also been selected to go to the 2011 ASRT House of Delegates meeting in Albuquerque, New Mexico.
    - iv. Advocate
      - 1. Things have been going well at LGH. We have been very busy and cannot believe we are already finishing our third semester. We are sad our time is coming to an end and always joke that the department will not be able to get rid of us. There are currently no job openings at our facility. On a good note, LGH is exploring the idea of getting CyberKnife. The staff will be participating in a walk for brain cancer on May 14<sup>th</sup>; unfortunately we will not be able to attend as we will be graduating.
    - v. Madison
      - 1. We are busy with clinicals and are looking forward to graduation and applying for jobs. Bridget and Kailee will be representing the program for CART.
  - h. RT Club report
    - i. The RT Class of 2012 is having a great semester so far. I know we are all really anxious to start our internship this July. We just had a lab at Gundersen Lutheran where we got to practice positioning and moving the table. It got the whole class even more excited to start our internships.
    - ii. The RT Club is winding down for the year. This semester we did a fundraiser for a fellow student on campus with Non-Hodgkins

Lymphoma. We had mock interviews where the students in the program were interviewed the Pre-RT students so that they can practice their interviewing skills. Lastly, we are hosting a bone marrow drive on April 7<sup>th</sup>. This is where students can sign up to be on the donor registry, so I think that will be a great success. Thanks again for all of your support of our program and club!

## 2. PR Report

- a. RTOW Facebook page is now active. You can find it by searching for “Radiation Therapists of Wisconsin.”
  - i. Would like some feedback as to what people want to see from the site. Please post pictures that you may have taken from the Spring Meeting on the page.
- b. Danielle Hinze along with Amy Heath have been working together to create a database of RTT’s and Dosimetrists in the state.
  - i. Amy sent out the new online registration to the people listed on the new database and I believe there has been a positive response (i.e. new members signing up).
  - ii. A list of the sites in which data is missing is included in each RTOW meeting folder and we are hopeful to gather more data.
  - iii. Perhaps each area rep can assist in compiling the missing data from their area.
- c. At the 2010 Fall Meeting I suggested perhaps organizing a bone marrow drive. However, I think for now, we need to work on promoting our society among the RTT’s and dosimetrists in the state as many of these professionals do not belong to our society.
  - i. Surveys have been created to gather data from 3 groups (members, non-members and students) regarding what each is looking from RTOW. This is an effort to improve our society as well as increase awareness of our society. I will collect the surveys and collate the data subsequent to this meeting and will report to the board upon completion.

## 3. Old Business

- a. Facebook – Looks great. Thanks to all who worked on it!
- b. PayPal – works well. Keep using.
- c. Email lists on Website – will keep updating by using the directory and will be done by Amy Heath or her students.
- d. Spring Meeting – A very special thanks to Amy Heath who took point in putting this whole meeting together. A great big thank you to Sarah Burski for getting all of the vendors! If the board continues to host the Spring Meeting next year we will divide up the responsibilities more evenly among all of the board members.
- e. ASRT Affiliate Subordinates Issues – See New Business

## 4. New Business

- a. ASRT Affiliate Subordinate Issues
  - i. We agreed that our 3 voting members would be the President, Secretary and Treasurer. All other members of the board will be

advisory members. These 3 people will have to belong to the ASRT, WSRT and the RTOW. These memberships will be paid for by RTOW.

- ii. The By-Laws will need to be rewritten to express these new changes.
  - iii. The only thing left to do is to fill out the paperwork (tax forms) and we should be ready to go. We will present this new change at the fall meeting.
5. Open Forum
- a. There will be no reimbursements to those that have paid for the meeting but then do not attend.

At 8:30m Stacey Pigeon made a motion to adjourn the meeting. Tracy Nelson seconded the motion.