

Oregon Society of Radiologic Technologists
Board Meeting
Saturday, May 7th, 2022
Location (held virtually over Zoom)

NOTES/MINUTES

- **Call to Order** 9:33am
- **Introductions / attendance** – Those in attendance - Abbie Berman, Matt McLinden, Sydney Kasner, Bobbi Bailey, Andrea Adamson

- **Approval of Minutes from January 2022 Board Meeting.** Abbie made a motion to approve January Board Meeting minutes, Sydney seconded, motion carried. Minutes approved as written. Andrea will make the minutes final and share them with Bobbi and Matt.

Abbie observed that we have no minutes from the business lunch meeting during the last Annual Meeting and asked if we need them. Bobbi confirmed that, yes, we should have minutes of who was inducted. Abbie will put together minutes based on Sydney's slides and the election results. The Board agreed that, going forward, minutes should be taken for the business meeting. The Executive Admin will be the default notetaker unless absent, in which case it falls to the Secretary.

- **Reports/check-ins.**
 - **President (Abbie Berman)** - No written report. This meeting will be a debrief from AM and to kick off the new year right.
 - **Financials** - The Executive Administrator (Andrea Adamson) shared the Financial Reports (Financial Position, Summary of Activities and Budget vs Actual). Revenue and expenses were both much lower than budgeted, but the net revenue is \$9638.23 over budget. Sydney asked about Mammography Seminar revenue/expenses. There is no Mammography Seminar in the current period (July 2021 - June 2022) as the meeting hasn't happened since before July 2021. Andrea will add the 2022-2023 budget review to the June meeting agenda.
 - **President Elect (Matt McLinden)** - Matt has been making swag and sharing it around (pins, magnets, stickers, keychains). Matt was asked to bring some of his swag to the next in-person meeting.
 - **Nomination Committee** - Chair of Nomination Committee is the duty of the Vice President (now Ashley Olmstead). Sydney informed her of that when she recruited her for the position. The Board will send her ideas for next year's nominees.
- **Executive Administrator Update- Andrea Adamson**
 - **Annual Board Training**
 - Andrea shared the OSRT Board Service Agreement Letter and related documents and OSRT Board Duties Matrix. It seems that there is supposed to be an annual training to review the obligations and duties of each position and board membership as a whole.

- Bobbi provided some background on efforts to establish an annual board training program: OSRT started this process prior to the pandemic, but hasn't been able to fully implement it (difficult to do with everyone being remote due to COVID).
- The group discussed ways the training could be implemented: either virtually or in person (i.e. incorporate it into a Board Retreat). It was noted that some of the training would be good to know before new members come onboard. Andrea posed the idea of setting up a virtual class/quiz for incoming Board Members. Board agreed that integrating the training into an event that is already being done is more feasible and that it would be more successful to do the training in person.
- Andrea will provide a copy of the video that was used previously to Abbie so she can review it. Bobbi will send an email to Jen (cc to Abbie) to see what her take is on getting the training program back online (i.e. whether to schedule a late summer/fall retreat).
- **Access to Google Drive**
 - Andrea asked how files/folders should be shared on the Google Drive.
 - The Board agreed that all current Board Members should have comment-level access to all files on the drive. Andrea will organize folders so older (outdated) files are archived.
- **Committee Meeting Minutes**
 - Andrea noted that there are very few records of Committee Meeting Minutes.
 - Bobbi agreed that there isn't a great process for getting Committee Meeting Minutes to Board Members - reports are supposed to come into Board Meetings but Meeting Minutes are rarely shared.
 - The Board agreed it would be preferable that the Board has access to the Minutes of the Committee Meetings. Andrea will set up a folder on the Drive where Committee Meeting Minutes can be shared.
 - The Board agreed that if a Chair is going to be absent from a Board Meeting, a written report should be shared or another member should be delegated to attend the meeting and share the report.
- **Bank Signers**
 - Andrea noted that the bank signers are currently Jennifer and Don and need to be updated. The Board agreed that Abbie and Matt will be the new signers (as president and president-elect). Abbie, Matt and Andrea will arrange a time to meet with the proper paperwork at a branch in Tigard.
- **Kaiser Vendor Account**
 - Andrea shared that she has set up a vendor account with Kaiser Permanente (KP).
 - Matt explained that KP initiated the request for OSRT to establish a vendor account - they likely want to be able to have their techs go through our Cultural Competency course.
 - Andrea explained that she had to use the name American Society of Radiologic Technologists to register for the account because that is the name associated with the tax ID number on our W-9 and tax return. Bobbi noted that it would be better if we could have our vendor name changed to OSRT or "an affiliate of ASRT". Andrea will reach out to Sheena Lloyd about getting the vendor name changed - she is the one that initiated the request for OSRT to have a vendor account.

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- **Annual Meeting 2022 recap.**

- Matt shared that the webinar went well - lower authentication requirements led to some confusion about who was logged in and more time was required to determine attendance; all in all, speakers were well received.
- Abbie would like to get back to X-Ray-specific speakers (orthopedic, trauma radiation, etc.) as that will likely be more interesting to the attendees.
- Matt and Abbie analyzed who attended: 122 registered - 76 certificates issued (37 Tech Certs, 39 Student Certs). No-shows were primarily student members - no motivation for student members to show up because it's free to register. Precautions were in place to prevent watch parties.
- Matt may have dropped the ball on getting the free membership to ASRT to Kathleen. He or Abbie will follow up.
- Matt noted that it was problematic to send prizes out in the mail.
- Participants' votes for the next AM location were for the coast or Sternwheeler.
- Bobbi noted that the cost of doing the AM virtually is mostly for Matt's mental health. Nice to have a continued income stream during COVID. Disappointing that half of the registered attendees didn't show up. Abbie shared that she created special certificates for students who attended the meeting and gave extra credit to her students who earned certificates. Bobbi will send an email to Don to see what OIT uses as incentives to get students to attend.

- **Upcoming Meetings**

- 2023 Annual Meeting
 - Abbie proposed 14th-15th of April (following Easter weekend) - could push it to the next weekend if that weekend is problematic.
 - Location: Venue still needs to be booked. Abbie emphasized that we need to get the ball rolling ASAP - suggested everyone propose a couple of locations (likely meeting at the coast) and get some quotes.
 - Sydney has reached out to resort-type places with conference rooms. No luck yet - room reservation requirements are high.
 - Matt researched renting the Sternwheeler (Portland Spirit): \$3500 to rent - seats about 200 people. The Willamette Star seats 100 people. Abbie stated that a meeting on a cruise boat would not replace a 2-day conference at a hotel, but might be good for a retreat.
 - Currently there is no Annual Meeting Chair. Abbie will reach out to several members to see if they would be interested in chairing. Bobbi provided a list of suggested members to reach out to.
 - Andrea noted that we are scheduled to have an ASRT member attend our annual meeting next year. Abbie will reach out to ASRT to see who will be attending.
- 2024 Annual Meeting
 - No current plans - depends on how 2023 goes. Bobbi suggests rotation of location, such as Central Oregon (i.e. Eagle Crest).
- Mammography Meeting 2022
 - Sydney reviewed survey results (20 responses). Majority want Portland Metro area location the first weekend of October (1st). Edgefield recommended but not available. Sydney is still researching location options.
 - Sydney committed to the October 1st meeting date; Bobbi will post it on the website.

- Sydney has three speakers lined up, including a Keynote speaker who is a famous author and lecturer. Sydney would like to offer her an honorarium by adding a few dollars to the registration. Keynote speaker will not be attending in person - doing a live or recorded video. Abbie suggested it's reasonable to offer an honorarium in this situation.
- Sydney has not yet determined the registration fee. Bobbi recommended asking Barb for advice on how to calculate the registration fee and shared data from previous meetings:
 - 2021 (virtual): \$70 for members, \$80 for nonmembers;
 - 2019 (in-person): \$175/\$160 (57 people registered).
 - 2018, attendance was 62.
 - 2017, attendance was 97. .
- Diamond Lake - still canceled
- 2022-2023 Board Meetings
 - The next Board Meeting will be June 11th, 2022, in person at the LBCC Health Campus (Lebanon).
 - The Board agreed that the October 2022 Board Meeting should also be in person, potentially at the LBCC Health Campus again.
 - Will keep the location of the January and May 2023 Meeting TBD for now.
- **Committee Reports**
 - **Student Action Committee (Sydney)** - Sydney is stepping down as Chair, touching base with Paula about stepping up as the Chair. ASRT is selecting this year's student. Committee is communicating with students about an upcoming trip to Orlando. Abbie has a gal (Mel Peralta) who is interested in being on the committee - she will put her in touch with Sydney. Skiagram, student challenge already set up. It's a good time to bring on a new person.
 - **Legislative Committee (Jennifer)** - Abbie shared updates from Jennifer on LXMO scope broadening.
 - **Mammography Committee (Sydney)** - see above
 - **Website Committee (Matt)** - Bobbi shared that she and Matt need to update the website with final Board Meeting Minutes (drafts will not be shared) from the last few Board Meetings.
 - **Membership and Marketing Committee (Bobbi)** - Nothing major to report.
 - **Social Media Committee (Susan)**
 - Susan Putnam is currently the Chair but she is only responsible for the FaceBook account. She has asked to continue managing the FaceBook page. Abbie is in support of this.
 - The group discussed whether it would make sense to make the Social Media Committee a sub-committee under the Membership and Marketing Committee considering that OSRT has other Social Media accounts (LinkedIn, Instagram and Twitter) and posts to those accounts should all align with Marketing objectives.
 - Abbie made a motion to integrate the Social Media Committee into the Membership and Marketing Committee. Matt seconded the motion, motion carried.
 - Bobbi will communicate the Board's decision to Susan.
 - The group discussed the role of the Executive Administrator in terms of the Social Media accounts. Board agreed that EA should keep accounts current and keep the passwords, and be competent to post to accounts if asked.
 - **Bylaws Committee (Bart)** - Not present

- **Annual Meeting Education Committee (Abbie)** - Abbie shared her interest in adding a second cultural competency course to the OSRT CE offerings - looking for someone to create a new talk. Sydney suggested finding someone who has experienced inclusion/diversity discrimination in the workplace. Bobbi is interested in sharing her experiences and addressing it in terms of cultural competency. If she does a talk she may record it for a future CE course.
- **Strategic Planning Meeting (Bobbi)** - No report

- **Committee Chair Assignments for coming year**
 - Board Nomination Committee: Ashley Olmsted
 - Student Action Committee: Paula Merino
 - Legislative Affairs Committee: Jennifer Clayton
 - Mammography Committee: Sydney Kasner
 - Website/Publications Committee: Matt Mclinden
 - Membership and Marketing Committee (to include Social Media): Bobbi Bailey
 - Bylaws & Guidelines Committee: Bart Pierce
 - Annual Meeting Education Committee: Abbie Berman
 - Strategic Planning Meeting - Bobbi Bailey
 - Annual Meeting (Planning) Committee 2023 - OPEN

- **Storage of OSRT property**
 - Barb has requested that the remaining OSRT records and property be stored elsewhere.
 - Andrea will pick up remaining boxes from Barb and/or Abbie and bring them to the June Board Meeting. Any records that Andrea doesn't need to have can be kept at LBCC. Meeting materials may be kept for the next Education Seminar as appropriate.

14. Adjournment time – 12:09pm