

PRESIDENT
STEPHANIE PARKER

PRESIDENT-ELECT
CARNELL HAMPTON

TREASURER
NAZANIN NAYEBI

SECRETARY
JOSHUA WILSON

PAST PRESIDENT
MICHELLE WELLS

AAPM BOARD REPRESENTATIVE
NICHOLAS KOCH

Location Hilton Garden Inn Downtown, Nashville, TN

Date February 1, 2020

Time 12:30 pm

Attendees Michelle Wells, Stephanie Parker, BJ Sintay, Carnell Hampton, Thomas "Lane" Hayes, Nazanin Nayebi, Nicholas Koch, Loretta Johnson, Heidi, David Gauntt, Ali Fatemi, Hamid Khosrava, Judd Storrs, Jaclyn Gaylor, Michael Yester, Gary Barnes, Richard Popple, Megan Russ

The annual business meeting of the Southeast Chapter of the American Association of Physicists in Medicine, Inc. (SEAAPM) was called to order at 12:25 pm by President Michelle Wells.

Agenda Items

OFFICE
1631 PRINCE STREET
ALEXANDRIA, VA 22314-2818

1. Old business
 - a. No business from 2019 to follow up
2. New business
 - a. Election results:
 - i. President-elect: Carnell Hampton
 - ii. Treasurer: Nazanin Nayebi (Former Treasurer: Thomas Lane Hayes)
 - b. Future Symposium Topics
 - i. Online Survey Results
 1. Lengthy list, including a lot of radiotherapy related, some image based
 2. Executive committee will compile this to plan the symposium for the following year
 - ii. Suggestions From Audience
 1. Dual energy and implications for rad onc
 2. TG-150 report, periodic and acceptance of dual radiographic systems (for 2022)
 3. Sub-tracks for meetings/dual track
 4. Combined modalities and implications for treatment
 5. Mammography CE credits
 - c. Treasurer's report, Lane Hayes
 - i. Financial health of chapter is in good standing
 - ii. No changes in mutual fund, net increase of \$2,082.62
 - iii. Comments:
 1. David Gauntt: FY Sept-Sept to avoid overlap issue
 2. Gary Barnes: As a non-profit, FY doesn't need to match annual year
 3. Lane: This way matches tax format, haven't changed anything formally
 4. Michelle: check with AAPM about suggestions/guidance for FY
 - d. Board Representative Report, Nicholas Koch
 - i. New TG formed on Wednesday: made up of chapter representatives, corporate advisory committee has feedback/suggestions for format of chapter meetings, a lot of suggestions SEAAPM has already implemented

- ii. The cost to the vendors for the SEAAPM chapter meeting is higher than running of the spring clinical meeting, but smaller than spring meeting
- iii. Comments:
 - 1. How far out of line are we? Per 15 minute block of face time with attendees, what's the price?
 - 2. We have not changed our base sponsorship level for several years, and we are two back-to-back meetings.
 - 3. This is not a complaint, just information from the TG.
 - 4. Quite a few vendors left at the end of the symposium, so next year it will be more clearly communicated that they can stay for scientific meeting.
 - 5. Why did we need to limit number of vendors? After 41, we ran out of space because the vendor space had already been reserved. However, we still had vendors asking to join < 2 weeks out.
 - 6. Are lodging costs for vendors prohibitive for multi-day conference? Is one-day conference not enough attendee face-time for vendors?
 - 7. Email Nick with more comments
 - 8. SEAAPM executive committee will poll vendors for feedback and has a vendor advisory council as well.
- iv. Reach out to Nick if you have questions or comments about the second paragraph in the board rep report
- e. 2021 Symposium + Meeting Site will be Charlotte, NC
- f. 2022 Symposium + Meeting
 - i. Location suggestions: Biloxi, Mississippi (Ali Fatemi)
- g. Continuous improvement opportunities
 - i. Meetups for 50th anniversary
 - 1. Several applied, three meet ups in NC and Atlanta
 - a. Carnell: 10-15 members came to Charlotte meet up. Feedback: was well received, people wanted to do again.
 - b. Lane: Triad meetup between Greensboro + WS, about 10-15 came, had a panel discussion.
 - c. Heidi: Atlanta-area meet up collaborated with Emory proton center. Had ~30 people at that meet up, was very well received.
 - 2. Overall cost for all 3 events was ~\$1,000
 - a. Michelle gave guidelines on price per person
 - 3. SEAAPM evite account can be used to target regional invitees within chapter, and a great way to track RSVPs.
 - 4. (Carnell) Earlier outreach around membership may make evite lists more relevant
 - 5. (Gary Barnes) Specify time for event with time zone designation
 - 6. We hope the meetups will continue: Executive Committee will look at budget for future such events.
 - ii. TG-275 Workshop, Michelle Wells and Stephanie Parker
 - 1. Disclosure: Michelle and Stephanie P. both participated in TG-275
 - 2. Overview: Chart check task group, Michelle and Stephanie gave workshop at Missouri River Valley Chapter, ~15 people attended, included didactic and hands on training Workshop was well received, had CE credits. TG-275's goal is to reach out to chapters and want to possibly put on workshop at other locations. Chapter would need to pay for travel and pay for space
 - 3. Idea: offer the workshop in Atlanta since chapter doesn't typically have meetings in Atlanta, Stephanie and Michelle could lead workshop for low cost since any TG-275 members can lead the workshop.
 - 4. Comments:

- a. Dual track program could foster TG-275 workshop, but since it's a narrow scope we don't want to exclude other members from symposium/meetings
 - b. Stephanie: one-off meeting, potentially sometime in fall 2020.
 - c. In Missouri, charged ~\$50/member, had basic hotel block.
 - d. Attendee feedback? Very positive
 - e. Stephanie will lead the committee in exploring that option.
 - iii. Interview skill related activities at symposium/meeting, Loretta
 - 1. Stephanie noted that some resident members had to pull out of attending this meeting due to residency interviews
 - 2. Workshops and interview skills
 - 3. Could have a residency fair for programs in the region, potentially after the night out to keep interactions casual
 - iv. Feedback for SNAP Oral participants, Stephanie Parker
 - 1. Have 2-3 people sit in audience and write down notes to provide for students, who may be giving first presentation before national conference
 - 2. Invited speaker to give advice on presentation skills; or send link to virtual lecture given by radiologist on presentation formatting
 - v. Young Investigator Competition, Stephanie Parker
 - 1. For some trainees, offer travel coverage to a subset of trainee presenters
 - 2. Hard to tell if that will be viable in the future since we had so many more trainees than normal this year
 - 3. Currently we don't turn anyone away, but we may need to have different levels in the future.
 - 4. Other thing to balance is we cover one hotel night for student attendees, we still need to offset conference costs
 - vi. Bulletin board for posting resumes/job postings/residency postings, Stephanie Parker
 - h. Chapter appreciation
 - i. Exhibitors
 - ii. Symposium
 - iii. Meeting
 - i. Passing of gavel (bell) from Michelle Wells to Stephanie Parker
3. Adjournment
- a. Michelle Wells adjourned the meeting at 1:20 pm.

Minutes Recorded by: Megan Russ

Minutes Submitted by: Joshua Wilson