

2023 SEAAPM Business Meeting Agenda February 4, 2023

Attendees: Megan Bright, Carnell Hampton, Tomi Ogunleye, Megan Russ, Ali Fatemi, Michelle Wells, David Gauntt, Gary Barnes, Eugene Mah (virtual), David Piantino (virtual), Todd Jenkins (virtual)

1. Review 2022 minutes
2. Old business
 - a. Meetups
 - i. 3 held in 2022: Atlanta, GA; Jackson, MS; Greenville, NC
 - ii. All were well-received
 1. Plan is to do more social meetups this year, if anyone is interested in hosting please let us know, we would be happy to set something up
 - b. Ad hoc Committee on Timing of Elections
 - i. Committee work resulted in changes to calendar and proposal to change Bylaws (see under New Business)
 1. Nick Koch really helped with this
 2. Megan sent out a document to the membership, questions were raised that the excom/board elections were held at inconsistent times, meetings were held at inconsistent times.
 3. A calendar with explicitly defined dates was proposed, including dates for board rep elections, membership dues, excom nominations/voting. The cycle will begin in January or when the annual SEAAPM meeting occurs.
 4. In order to do this, changes to the bylaws were proposed. When this happens, proposed changes need to be brought before the chapter during the business meeting.
 5. Summary of proposed changes to bylaws:
 - a. Membership dues – current phrasing states members in good standing are those that have paid dues in the present/previous calendar year. By not making an explicit cutoff for dues, it's ambiguous if the member is up to date. Proposed change is to THE CURRENT CALENDAR YEAR, not ambiguous previous calendar year.
 - b. Terms of office – start/end dates had not been explicitly stated in the bylaws. Proposed phrasing states that the SEAAPM chapter annual meetings will be start/end dates. Board rep start/end dates are determined by AAPM and are currently calendar year.
 - c. Quorum – Current phrasing states that 10% of chapter members must be present to have a quorum. We don't have that kind of attendance at the business meetings. The proposed change is to define a quorum as 10 people (total, inclusive of excom).
 - i. Question: No current explicit description of which excom members need to be there.
 - ii. Resolution: a majority of excom must be in attendance
 - iii. Question: Do the 10 people have to be physically present?
 - iv. Resolution: virtual attendance is acceptable, and counts towards the quorum
 - c. DREAM Fellowship
 1. We are pleased to announce we have backed the fellowship for 2023

2. Should we continue to support the fellowship in the coming years?
 - a. The cost is fixed at \$6000 by the AAPM
 - b. The money sent goes to supporting an individual during a summer research program. We have asked that the student recipient come and present their research at the SEAAPM annual meeting. We will sponsor their travel to SEAAPM, it fits with our current support for trainees.
 - c. The student recipient is by definition an undergraduate junior or senior in college, who is paired with a medical physics mentor.
 - d. There was a vendor who couldn't attend the meeting but gave a donation in support of this effort
 - e. Proposed: continued support pending AAPM budget report
 - f. Resolution: we will continue to fund the DREAM award
- d. Updates for George Sherouse Award – Carnell Hampton
 1. Award was proposed last January to honor Sherouse, award meant for trainees/early career physicists to support them to come to this meeting. Created award, held call for nominations, did not receive any nominations in this cycle.
 2. Ideas to encourage more participation: some might have felt that this award did not extend beyond what we already do for trainees (free attendance) -> proposal: send winner to national AAPM as rep for young career investigator. Another proposal: make it a cash award. To help with communication, someone mentioned that we bring program directors together on zoom call to get them more aware of award.
 3. Suggestion: don't have too many memorial awards going on indefinitely, give out the award for a limited number of years.
 4. In retooling the award, we'll consider this, as well as other ideas for communication
 5. Suggestion: standing early career award, every 5 years change the name of the award to a different memorialized physicist
- e. Med Phys Slam comments
 1. Suggestion: talked with one medphys slam speaker who said he was unaware that it was intended to be for a lay audience. We should make sure the competitors are aware of this.
 2. We could have an example slide deck. Is there a recorded version of previous winners? Possibly in virtual library, but there are example videos on youtube on how to deliver this type of presentation.
 3. Suggestion of having meeting with program directors would help with participation in all awards/trainee categories, and with refreshing on rules of MedPhys slam. Going beyond the emails, personal interaction helps drive these points home. Meeting potentially in October/November ahead of sending out meeting info.
 4. Since the excom has so much on their plate, we have volunteer positions including website coord, CE coord, maybe have a trainee coordinator to independently meet with program directors, and be continuously touching base with them to make them feel more included in what they are doing. Carnell or Michelle Wells might be interesting in helping with this effort.
- f. Other
 - i. Question: Is Robert required to go to all three AAPM board member meetings? Are they meetings that therapy physicists wouldn't normally go to (i.e. RSNA)? Have travel costs been an issue for you?
 1. That meeting is before the actual RSNA meeting, only two of the meetings that occurred during Robert's term have been in person, all others virtual.

There's been discussion going forward about including virtual attendees/hybrid meetings.

2. Something that the chapter can keep track of, the financial impact for the board rep.
3. If the board rep is at a single physicist site, this position would be a challenge for them to manage hospital work and required travel.

3. New business

a. Election results

- i. President-elect: Ali Fatemi

b. Discussion surrounding increasing dues

- i. Determined by majority vote of Chapter Members in good standing voting at the Business Meeting
- ii. Historical Data:
 1. SEAAPM has had the same dues for at least 5 years, likely longer, whereas AAPM has raised their dues a few times in last several years.
 2. The AAPM recently held a vote on whether to increase dues further, but this proposal was shot down nearly 2:1
 3. Current membership of national AAPM is 9500. Since 1990, AAPM has grown by factor of four.
 4. Question: Why are we proposing an increase? There was a proposal to increase SEAAPM member dues to help offset cost of DREAM fellowship support.
 5. Question: Is it appropriate to pass off some of the cost to the membership?
 6. Resolution: We should bring the topics of the DREAM fellowship and membership dues increases back to the table next year after we find out how restructuring vendor support impacted our bottom line this year. Hopefully we will get feedback from the vendors on their feelings about the new structure of vendor support. This year we moved away from tiered support levels, we did base level sponsorship with optional add-ons (a la carte). It seems like total number of vendors increased but we flattened the cost structure, pending feedback from vendors, meeting with vendors next month.

	2023 dues by chapter (full)		AAPM dues by year
Northern California	\$10.00	2019	\$460.00
Arizona	\$15.00	2020	\$474.00
Delaware Valley	\$15.00	2021	\$488.00
Mid-Atlantic	\$15.00	2022	\$488.00
Great Lakes	\$18.00	2023	\$488.00
Connecticut	\$20.00		
Florida	\$20.00		
New Jersey	\$20.00		
New York	\$20.00		
Northwest	\$20.00		
Penn-Ohio	\$20.00		
Upstate New York	\$20.00		
Midwest	\$25.00		
New England	\$25.00		
Ohio River Valley	\$25.00		

Rocky Mountain	\$25.00
Southeast	\$25.00
Southern California	\$25.00
Missouri River Valley	\$30.00
North Central	\$30.00
Southwest	\$30.00

- c. Proposed Bylaw amendments—covered during discussion surrounding timing of elections
- d. Future Symposium Topics
 - i. Online Survey Results
 - 1. MedPhys 3.0, small field dosimetry, MR Linacs, technical advancements for medical imaging performance surveys, ACR guidance, clinical process improvement, etc (more from survey results)
 - 2. We don't want to repeat topics, and we want something that appeals to imaging/therapy physicists
 - ii. Suggestions from Audience
 - 1. (Robert Rogers) New inter-department modalities to be put in (gammatile, mobitron, IBB, etc), but also radionuclide therapies. These are creeping up not just in academic but also at the community level. IR radiologists are also involved in this. This could appeal to therapy, imaging, and nuclear medicine physicists. Greater dosimetry is required beforehand.
 - 2. Enjoyed talk on therapy accreditation, there's a lot of accreditation issues and pitfalls people experience going through accreditation. That would have widespread interest in imaging and therapy. Preparation for joint commission audit would also be interesting. State inspections as well. Could partner with CRCPD (they contribute to spring clinical meeting every year but would welcome chapter representation).
 - 3. (Carnell) Safety culture, new QA/QC phantoms, automation and how that fits into safety culture, cumulative dose in imaging
- e. Treasurer's Report – *David Piantino*
 - i. Annual Audit of Chapter Finances – *Nick Koch, Todd Jenkins*
 - 1. Financial health is excellent
 - 2. We are exceeding one year of financial reserves, and we can broaden scope give back to AAPM to scholarships, looking at providing more to the chapter attendees and vendors, give more educational opportunities to attendees.
 - 3. Todd and Nick went through all financial report data and receipts to come up with report and assure us of financial health and appropriateness of accounts
 - 4. Audit report – short version is everything looks great, nothing too unusual. Few suggestions, might be worthwhile to put a couple of good policies/procedures in place to prevent fraud. For instance, in many organizations its common to require two officer signatures on checks over a certain amount, or on approvals of large expenses. Credit card is paid by direct withdrawal from account.
 - 5. Suggestion: Don't put all eggs in one basket – one wells fargo account for savings, and one account that could be used for automatic withdrawals; these in addition to vanguard account. Similar groups have reserve accounts and pay to cash accounts for smaller transactions.

6. Suggestion: It would be great if the account was set up in a trust, could easily swap out trustees (excom) as the trust would have ownership over the account
 7. Suggestion: we could potentially open a savings account with higher yield than wells fargo, could transfer money into a checking account for day to day operations
 8. Suggestion: report specifies that all cash transfers that are verdant cover the 2022 and 2023 meetings. Fiscal year used to run 8/1-7/31 to avoid that problem. We thought the PPG bylaws said to keep funds in for one meeting, but it actually says two.
 9. Suggestion: Michelle worked with another organization that didn't have a trust, but had an investment/reserve account, she would advise that we look into those options. They had a financial policy with that group, and any time officers changed they would sign the policy. There are all kinds of trust laws, so you need to find out what would apply. Investigate the options.
- f. Board Representative Report – *Robert Rodgers*
- i. Brief overview of position for attendees, since tenure is up December 2023
 1. Once we establish when board rep voting will take place, Robert will hold zoom calls with any interested candidates closer to elections
 2. 2022 vote on proposed AAPM dues changes and amendments failed, this was for a 7-year period (only 25% of eligible voters weighed in)
 3. Concern that younger physicists are not getting as involved in volunteering. There wasn't a lot of involvement from some of the larger academic programs this year, maybe in-state travel is easier for them?
 4. Suggestion: When we get closer to the actual meeting, connect with residency/graduate program directors about the available programs for trainees within the meeting.
- g. 2024 Symposium/Meeting
- i. Location: TBD
 1. Last three have been in Nashville, Charlotte, Huntsville
 2. Currently with safety/service/cost issues, second tier cities are more popular than larger cities, and they hit the target with safety and economical considerations, though sometimes with trade off in ease of access. Nanci suggests looking at second tier cities that are more desirable to visit.
 3. Balance of keeping it intimate/comfortable/small with desire to grow, ~100 attendees is pretty much in the sweet spot.
 4. Preliminary reports was that attendee experience was good and vendor experience was good. Nanci will focus on second tier cities moving forward. Tomi being in Atlanta, she was looking at Atlanta and it is not desirable. Also have to look at travel not only to the location, but then from the airport to the meeting hotel.
 5. Suggestion: we've never had one in Mississippi. Biloxi was brought up in the last round, but it's harder to get to and there's not as much interest in attendance.
 6. Weather is also a factor – Asheville is cool but the January/February weather is iffy
 7. We used to meet in the spring – but we moved it back a few years ago. Once you hit March, there are a ton of industry meetings, and we lose vendors. We tried it, and moved the meeting into January for Nashville in 2020. We were concerned about the expenses in Nashville, and moved it into January to save money. Jan/Feb for hotels is stereotypically lower rates.

8. Going to a second-tier city one year gives us some latitude to go to a first-tier city after that.
9. Suggestion: Charleston SC. We haven't been to SC in a while? Greenville in 2019.
10. Suggestion: Savannah GA. The symposium was well attended but generally wasn't a well attended meeting.
11. Hot take: Topic matters more than location, if you hit a good topic people will come.
12. Suggestion: Raleigh NC
13. Suggestion: Jekyll Island GA
14. Suggestion from Nanci: if facilities have conference space, we could use that instead. Cone Health had 100 rooms that were used for large meeting. Obviously having hotels nearby would be helpful. Academic universities likely need space. How does this work with vendor space? Typically pre-function space that can be used, as long as they are not treating patients. It doesn't need to be a hotel meeting space.
 - ii. Symposium Proposals
- h. 2025 Symposium/Meeting:
 - i. Location: TBD
 - ii. Symposium Proposals
- i. Continuous improvement opportunities for meeting
 - i. Please provide feedback on the post-meeting survey
4. Chapter Appreciation
 - a. Vendors and sponsors
 - i. Good comments from vendors
 - b. Symposium
 - c. Meeting
5. Passing of gavel (bell)
6. Adjourn
7. Good and Welfare