

2015 SEAAPM Business Meeting Agenda
Raleigh, North Carolina
April 25, 2015

1. Review 2014 minutes
 - a. **We reviewed and approved old minutes. The vote was to approve the minutes.**
2. Old business (from 2014)
 - a. **None**
3. New business:
 - a. Election results:
 - i. President-elect
 1. **Ben Robison**
 - ii. Board Representative
 1. **Thad Wilson will serve a second term as board rep.**
 - iii. Topics / survey results
 1. **#1 was emerging technology by a large margin, which was covered in 2015**
 2. **#2 and 3 were SBRT and SRS by a large margin when combined**
 - b. SEAAPM Fellowship sponsorship
 - i. Thad Wilson
 1. **George and Al proposed the documentation needed to be improved prior to re-submission and George proposed Thad be nominated again for fellow. David Gauntt moves to nominate. David Wiant seconds the proposal. Al suggested the fellow process has changed now to be all electronic and the nominee can now upload all their own nomination. Al recommends to remind Thad to include all the prior documentation we had for him to submit. Robert Dixon made the recommendation that many nominees do not enter documents for all their accomplishments. He suggested Thad mention he was a past-president of SEAAPM and a Symposium Director. He also recommended extra recommendation letters be included and offered to write one himself. Approved by the meeting attendees to nominate Thad with a unanimous vote.**
4. Treasurer's Report: Nicholas Koch
 - a. Revision to vendor fee schedule
 - i. **Last year's expenses were \$1500 under average**
 - ii. **Since 2011 finance changes were basically flat with an average annual loss of \$1000**
 - iii. **Typical annual spending of \$55000**
 - iv. **SEAAPM has little over one years' worth of operating expenses**
 - v. **Reviewed proposed fee changes to ensure platinum vendors maintain unique perks. Nick explained the current fee structure which has an additional table for only \$200. David Gauntt had a question about lowering the exhibitor fee or**

revising the extra badge fee proposed structure. Robert Dixon thought the 10 minute presentations were well-done and membership liked that they were incorporated into the meeting. Caroline asked about the logo appearance of sponsorships and Nick clarified that the logos would appear on the break slide. Caroline will ask Nick later about limit to # of printing ads. George also recommended determining a limit offline.

- b. Robert Dixon asked about amount of food. He felt that Night Out food was underestimated. Nick responded that we over-estimated the amount of food needed at the hotel. David Gauntt proposed having a professional event planner. Nick responded that we engaged MVP meetings to help select the hotel and that they offer on-site services where they can manage the food and meeting logistics on-site for \$200/day plus travel. Nick proposes we have MVP meetings on site. George also suggested attendance and location varies widely.
5. Board Representative Report: Thad Wilson
Not presented. Will review offline.
 6. 2016 Symposium/Meeting:
 - a. Symposium Proposal:
 - i. Nuclear Medicine Imaging Symposium (Jonathon Nye and Perry Sprawls)
 1. **Much discussion held on diagnostic versus therapy symposium topics, regarding consideration for sponsors and attendance. Ingrid suggested we should not ignore the survey results and make sure we have symposium topics that include SBRT/SRS. Nick offered to sponsor an SRS/SBRT symposium. Ivan was in favor of a symposium directed by Nick for SRS/SBRT and nuclear medicine topics added in with Perry's guidance. Ivan made a motion to vote on this option. David Gauntt motions to have a joint SBRT symposium in 2016. David Wiant seconds. 5 for, 9 against. Motion fails. Perry makes a motion to vote on 2016 symposium topic of nuclear medicine imaging. Robert Dixon suggested some topics should be very practical and seconded having a symposium directed by Perry. Motion approved for Perry to host a 2016 symposium on Nuclear Medicine Symposium 9 for, 7 against. David Gauntt recommended we use the term "Molecular Imaging" for Perry's proposal instead of "Nuclear Medicine". Dave Vassy motions for Nick to host a 2017 symposium on SBRT/SRS. AI seconds. All in favor, none opposed.**
 2. **Ingrid and Nick mentioned that we should consider doing SAMS for the Symposium. Caroline discussed having SAMS and Perry seemed favorable. Will discuss later in the agenda.**
 - b. Local arrangements proposal
 - i. President-elect OR Ex-com
 1. **George offered to help with local arrangements if held in Augusta. Perry also supported Augusta. Ben considered deferring to George since our 2014 meeting was in Tennessee. Robert Dixon suggested Atlanta. Nick suggested Atlanta was very expensive and many attendees live nearby so hotel pickup is difficult. Perry also suggested Atlanta is now very expensive although we used to use the location**

now. Membership agrees it is the president-elect's choice. Caroline suggested it is helpful to have a selection of cities: Knoxville, Augusta, Charlotte, Savannah and MVP meetings pricing them all. Perry asked if we could have it resolved within 3 months. Caroline suggested Charleston in 2017. Stephanie Parker and Robert Dixon suggested not having August and Charleston back-to-back.

7. Proposed review of Rules and By-Laws

- a. Election and fiscal year
 - i. **George proposed the recommendation to have the election cycle match the AAPM cycle. This would mean a calendar year cycle, with the election results announced in the spring and members instated the first of the following year. No motion to change by-laws. Issue will not be discussed further.**
- b. Make-up of Ex-com proposal to add the following to be appointed by the president for one year terms (local arrangements chair, SAMs coordinator, student affairs coordinator, webmaster, database coordinator)
 1. **Members felt one year term was too short. Robert Dixon suggested three year terms. Caroline suggested three year terms with one year extensions. George questioned if we needed to make these official excom positions. Robert stated the difference would be voting or nonvoting participants. David Gauntt asked if their expenses would be paid. Members felt the positions should be appointed this year and changes to by laws should be done next year (to make a change to buy laws, we would need to write a proposal, send to secretary 1 month in advance, voting members get a copy 2 weeks in advance).**
 - ii. Local arrangement coordinator
 1. **Caroline suggested MVP meeting on-site participation may be a replacement for a local arrangement coordinator. Dave proposes we drop local arrangement and proposes we seek appointing 4 positions: SAMS coordinator, Students Affairs, Webmaster, Database coordinator.**
 - iii. SAMS coordinator
 - iv. Student affairs coordinator
 - v. Webmaster
 - vi. Database coordinator

8. Chapter Appreciation

- a. Vendors and sponsors
- b. Travel awards sponsors
 - i. **George discussed travel sponsors MIM, Qfix, and VisionRT. Caroline will send a thank you letter to all three sponsors.**
- c. Local arrangements

George thanked David for Night Out arrangements.
- d. Symposium
- e. Meeting

George presented Al deGuzman with a Chapter Appreciation award for serving as president.

9. Passing of gavel
a. **David Wiant accepted gavel.**

10. Adjourn

11. Good and Welfare