



**Oregon Society of Radiologic Technologists  
Board Meeting  
Saturday, June 11, 2022  
LBCC Health Campus w/ Zoom**

**Minutes/Notes**

- **Call to Order** 9:41 am
- **Introductions / attendance** – Those in attendance: Jennifer Clayton, Abbie Berman, Matt McLinden, Ashley Willner, Sydney Kasner, Bobbi Bailey, Barb Smith, Taylor Balfour, Andrea Adamson
- **Approval of Minutes from May 2022 Board Meeting.** Abbie Berman recognized that the May 2022 Board Meeting Minutes were approved by the BOD via email prior to today's meeting.
- **Recognition of motions carried since the last meeting.** Abbie Berman recognized the following motions carried since the last BOD meeting:
  - To hire a third party registered agent to replace L.A.S.H. on the Oregon Secretary of State business registry upon updating the registry following the installment of the new officers. The cost will be \$35 per year. Updating the business registration was required by Columbia Bank before the new signers could be added. A registered agent is required for the purpose of receiving legal documents.
  - To purchase additional Oregon pins for the upcoming ASRT delegates meeting. OSRT now has enough pins to last through the next couple of meetings.
- **President's Report.** Abbie Berman reported that a Google survey will be going out to poll Board Members regarding the upcoming contract renewal for the Executive Administrator position.
- **Financial Reports.** Andrea Adamson presented the Statement of Activity by Class, Statement of Financial Position, and Budget vs. Actual for 2021-2022. Both revenue and expenses for traditional events were greatly reduced due to holding events virtually or canceling them all together. The annual meeting resulted in net revenues of \$1492.85. As of the end of May, the net revenue for the budget period stands at \$6504.43. Positive revenues for the year are largely due to registrations for the online Cultural Competency course. The investment portfolio value needs to be updated following the second quarter report at the end of June.
- **CE Courses.** The Board discussed the issue of adding additional online CE courses and concluded that OBMI topics, and CQR topics in particular, might be popular courses but noted that the courses have to be sought after to be profitable. Abbie Berman noted that she would like to have a solid strategy in place before adding new courses. The priority at the moment is the educational courses planned for next year's Annual Meeting. A new cultural competency course will need to be available by December 1st. The Board recommended that Abbie train Andrea on reviewing the CE results and sending out certificates and emphasized the importance of measuring the time commitment for that aspect of the online course offerings.
- **ASRT Compliance.** Andrea Adamson is working on the list of compliance documents due at the end of August. She will send documents to Abbie to sign but does not expect any issues in completing the process.
- **Student Action Committee.** Sydney Kasner reported that the SAC is primarily getting ready for their upcoming trip to Orlando. The Board discussed the issue of whether OSRT or ASRT should choose the students next year. The plan is for ASRT to make the choices. Jennifer Clayton emphasized that it's important to choose students

who will be active in the affiliate and recommended asking ASRT to include additional acceptance criteria (i.e. involvement on committees). Sydney will email ASRT about that. Abbie Berman announced that her newly graduated student (Mel Peralta) had committed to assisting with the committee.

- **Legislative Committee.** Jennifer Clayton provided a synopsis of the recent efforts in other states to adopt licensure requirements, as well as discussions by the RT advocacy subcommittee on the issue of changing the rules for the role of limited techs in regard to abdomen and pelvis imaging. Barb Smith provided some background on the genesis of the exclusionary rules in regard to abdomen/pelvis imaging. Matt McLinden shared that the union representing RTs at his employer stepped in recently to prevent LXMOs from performing certain imaging in mobile applications. Several members present expressed their concern about traditional RT roles being delegated to LXMOs. Barb and Jennifer encouraged attending OBMI committee meetings, which are open to public comment. Meetings are currently being held virtually and the schedule is available on their website.
- **Website Committee.** Matt McLinden gave a report on the success of web crawlers to generate hits on the OSRT website from certain search terms, including "OBMI cultural competence". Matt brought up issues with the Wild Apricot platform, including the disconnect between registering for an online course and receiving the email with the links. Bobbi Bailey brought up the fact that the contract with Wild Apricot expires in January of next year and that other options are being considered that may be less expensive and possibly more flexible. Matt reported that a recent email poll sent out to members generated a 5% interaction rate. Matt also announced he is planning to create a new video for the website. Taylor Balfour shared that voiceovers are popular and that using a consistent color scheme will give the video a more professional look.
- **Membership/Marketing Committee.** Bobbi Bailey reported steady growth in membership over the year with 24 new voting members and 9 new non-voting members, a 40% increase overall. Student membership has also increased and currently stands at 237. The Board discussed the use of social media to reach more RTs. Taylor Balfour recommended using TikTok and Instagram to reach younger RT professionals. The Board discussed the possibility of having RT students create TikTok videos for marketing. Abbie Berman asked Taylor to put together a proposal for getting students involved. Bobbi is researching additional ways to drive membership, including utilizing RadTech week. Matt McLinden shared that his employer (Kaiser) gives employees \$200 per year for memberships. OSRT has set up a vendor account to facilitate purchasing memberships and/or registering for events/classes. (The vendor account was set up under the name ASRT due to the tax ID number. Abbie Berman will check with ASRT to see if this is an issue). Matt also shared that he is on the Education Committee for his employer's upcoming RadFest Conference. Bobbi and Matt discussed the possibility of a partnership to promote OSRT membership during the conference.
- **Bylaws & Guidelines Committee.** The question was raised as to whether the formatting of the Bylaws recently adopted needs to be changed. Matt McLinden will post the new document to the website.
- **AM Education Committee.** Abbie Berman reported the progress on finding the 12 speakers needed for next year's annual meeting and asked for recommendations.
- **Mammography Meeting Committee.** Sydney Kasner gave an update on the venue options for the upcoming Mammography meeting in October. A limiting factor is the number of guests with 60 being the cutoff for most venues. Four speakers have been confirmed with four additional speakers being lined up. The keynote speaker may do a live broadcast or a pre-recorded session with live Q&A to follow. Save the date emails have gone out to members. Sydney will work with Bobbi to get an event description onto Wild Apricot. Barb recommends opening up registration in early August. Taylor Balfour recommends putting the meeting description out on social media to reach younger members.
- **Board Nominations Committee.** Ashley Willner is the Committee Chair and Matt McLinden and Jennifer Clayton will also serve on the committee. The Board will funnel names to Ashley - all nominees must be members but only the President-Elect needs to have prior experience.
- **Strategic Planning Committee.** Bobbi Bailey gave an update on the Strategic Plan: the mission statement is the last piece and then it's ready to post to the website.
- **Annual Meeting Planning Committee.** Jennifer Clayton and Bobbi Bailey are co-chairing the committee with support from Susan Castenette and Barb Smith. Paula and Ashley Willner can help to support the Friday night event. The date has been set to the 14-15th of April. Venues on the coast (north of Newport) are being

considered. The committee expects about 100 registrants based on prior years. Barb Smith recommended the Best Western in Seaside or Agate Beach or the Hallmark in Newport. The committee is considering McMenamins Gearhart Hotel, which has a venue that will accommodate 80. Additional rooms are available across the road.

- **Finance Committee.** The Board revisited the role of the Finance Committee, composed of the Senior Board Chair and the Immediate Past President, which is to put together the annual budget.
- **Board Training.** The discussion of holding a board training session was continued from the May meeting. The Board discussed the timing and format of the training and concluded that the training should be held concurrent with next year's May Board Meeting (half day training/half day meeting). Andrea Adamson will add an agenda item to January's Board Meeting to set the date for the training. It will be recommended that attendees prepare for the meeting by reviewing the resources available on the Drive, including *The Guide to Nonprofit Board Service in Oregon* pamphlet, OSRT Bylaws and the Board Duties Matrix.
- **Financial Policies and Procedures Update.** The revised draft of the updated Financial Policies and Procedures document is ready for review by the Board. Jennifer Clayton recommended that the Board review the document individually over the next month and report back with any questions, comments or concerns by the middle of July. Andrea will send out a link to the document on the Drive so Members can comment directly on the same document. The issue of whether an external audit is currently needed was discussed. The Board concluded that there was no cause for requesting an audit at this time but requested that a copy of the bank statements and investment portfolios be included with the quarterly financial reports for transparency.
- **New Business.** No new business.
- **Adjournment.** Abbie Berman adjourned the meeting at 12:40 pm.

Upcoming meetings:  
Mammography - October 1st, Portland  
BODM - October 15, 2022 (LBCC)  
BODM - January 21, 2023 (TBD)  
Annual Meeting April 14-15, 2023