



**Oregon Society of Radiologic Technologists
Board Meeting
Saturday, October 15, 2022
LBCC Health Campus w/ Zoom**

Minutes/Notes

- **Call to Order** 9:32 am
- **Introductions / attendance** – Those in attendance: Jennifer Clayton, Abbie Berman, Matt McLinden, Ashley Willner, Taylor Balfour (remote), Bobbi Bailey, Paula Merino, Barb Smith, Andrea Adamson. Also in attendance were several LBCC Rad Tech students. Jennifer Clayton gave an overview of OSRT and the function of the Board meeting to the students. Board members introduced themselves and gave a brief background on their professional experience and involvement with OSRT.
- **Recognition of motions carried since last meeting.** Abbie Berman recognized the following motions carried since the last BOD meeting:
 - Approval of minutes from June Board Meeting. Minutes are posted on the website.
 - Approval of new draft of Financial Policies and Procedures. Sent to ASRT.
- **President's Report.** Abbie Berman reported a successful in-person Mammography conference. AV equipment and conference tote has been returned to storage at LBCC. Ms. Berman is working to reach out to potential speakers for the 2023 Annual Meeting and asked attendees to send along any names/contact info for potential speakers. The Oregon legislature currently requires 1 hour of cultural competency continuing education every 2 years for licensed health providers. OSRT developed an online CE course last year which was approved by ASRT and OBMI. The course is available for \$15 to non-members and is free to members. The course expires December 1st. Ms. Berman is currently working with several SLDP students to put together a second CE course due to be released by Dec 1st. It was recommended by Barb Smith that every in-person event include one cultural competency credit. Ms. Berman also shared that ASRT has a new portal system for affiliates to submit their annual compliance documents. Login credentials are to be shared by ALL board members and will be posted on the Drive.
- **Senior Board Chair Report.** Jennifer Clayton reported that next year's Annual Meeting will be a live, in-person event but will have limited registration, including student registrations. Also, OSRT successfully released scholarship funds to all three schools (PCC, OIT, LBCC).
- **Financial Reports.** Andrea Adamson presented the Statement of Activity by Class, Statement of Financial Position, and Budget vs. Actual for Q1 2022-2023. Reports and account statements are available for review by Board members on Google Drive. Net revenue for the fiscal year as of Sept 30 is \$7,821.16. Ms. Adamson also presented a comparison of the Statement of Financial Position between Sept 2021 and Sept 2022. Although there has been a significant decline in the investment fund due to market conditions, it was offset by revenue from the online cultural competency course. It was pointed out that the scholarship fund has diminished significantly due to more funds going out than being collected. Current balance is under \$800. Other items of note include a prepayment of \$600 which was made in 2021 to Mt. Bachelor resort for the

2022 Annual Meeting. The deposit was supposed to have been refunded due to the resort's cancellation of the reservation but a refund check has not yet been received. Ms. Adamson presented an over/under report for the Q1 budget which showed where actual revenues and expenses deviated from the budget expectations. Notably, Mammography revenue and expenses were both higher than projected due to the event being in-person instead of virtual. Overall, the net revenue for the event was a little over \$2K. Ms. Adamson also reviewed the balance of the investment account over the last 11 years and summarized the meeting of the Financial Committee and Leo Kowalski (investment manager) last month. Mr. Kowalski recommended that the investment be kept at the current risk level. Ms. Clayton reiterated that the Board has been successful in keeping the investment fund intact and retaining it as a safety net for future needs.

- **Executive Administrator** - Andrea Adamson reported that the 2021-2022 tax return was completed in August. The ASRT compliance process was successfully completed before the deadline. OSRT applied for the ASRT financial assistance program and received a \$5k grant from ASRT.
- **Mammography Committee.** Abigail Berman presented Sydney Kasner's report on the Mammography Conference. Overall the speakers were very well received and the conference attendees were satisfied with the event. The location of the event in downtown Portland was not universally popular. Barb Smith recommended looking at locations outside of downtown for future events. Taylor Balfour, who volunteered at the conference, shared lessons learned, including the importance of having a checklist for volunteers and plugging the raffle in between speakers. The Board discussed who might chair the event committee next year and discussed the event budget. The net revenue was about \$2K, even with a fairly small group. Catering costs could have been reduced (there was quite a bit of food left over). Barb Smith recommended giving catering a somewhat lower head count as food tends to be over served. Registration for the event was \$175 for non-members and \$160 for members. Ms. Smith recommended increasing the difference in registration to at least \$50 (cost for membership). A student asked how OSRT decides which specialties to focus on for events. Various Board members explained that Mammography gets an annual event due to the higher number of required CEs (8 per year) and the federal requirements that are unique to Mammography. The Annual Meeting has a broader focus and has CEs applicable to most members.
- **Student Action Committee.** Paula Merino reported that she will be sending out an email soon with deadlines and instructions for student applications for SLDP (deadline is Nov 11) and asked that PCC and OIT professors reach out to their students. The ASRT annual meeting is in Reno next June. Student members can attend the House of Delegates meeting for free. SLDP winners attend the whole event for free. Readers are needed for the student applications. OSRT student Board member nominations are also coming up. Students must be nominated. Nominated students need to submit videos to YouTube by December 10th. Board members will vote. Winner must attend the January Board meeting (Jan 21st). Nominated students who did not win can be student liaisons. Ms. Merino asked for fundraising ideas for the scholarship fund.

Ms. Clayton made a motion to divert funds from the ASRT grant funding and/or CE registrations to the scholarship fund. Mr. McLinden seconded the motion. Ms. Smith asked if there was a specific amount being diverted. Ms. Clayton amended the motion to a \$1000 one-time allocation. Ms. Willner seconded the amended motion. A vote was taken by Ms. Berman and the motion was carried unanimously.

- **Legislative Committee.** Jennifer Clayton shared an upcoming proposed legislative change that would allow testing for abdomen/pelvis, ribs, hip and femur by LXMO. OSRT is opposed to this change as it would decrease safety for both patients and personnel (personnel can be exposed during procedures conducted table side). Ms. Clayton encouraged consideration of solutions to address the personnel shortage issues without compromising safety. The proposal is open for public comment until October 21st. Emails should be directed to Stacey at OBMI. The OBMI board meeting is scheduled for October 22nd and is also open to the public. Ms. Clayton encouraged those attending to share their concerns with OBMI and have family members and colleagues share their concerns as well.

- **Website Committee.** Matt McLinden gave a presentation of new updates to the OSRT website (my-osrt.org) including the Instagram feed and updated by-laws. Mr. McLinden recommended that OSRT move up to the professional level subscription to WordPress so that additional features can be utilized including event registrations. The cost would be \$25/month. Wild Apricot is currently \$160/month. At the present time, it is not feasible to move the membership database over to WordPress. It may be necessary to use PayPal to accept payments for event registrations.
- **Membership/Marketing Committee.** Bobbi Bailey shared that OSRTs contact database is almost at 2000. Exceeding 2000 will cause the Wild Apricot subscription fee to jump significantly. Efforts are underway to purge contact accounts that are not active. Ms. Bailey plans to email students with expired memberships to encourage them to renew. It was noted that there are some accounts with apparent credits. Ms. Adamson asked for a written refund policy. Barb Smith suggested that a refund policy be included in all new event registrations, limiting the refund period and requiring an administrative fee be charged for refunds. It was also noted that a photo release should be included in registrations. Rad Tech Week is Nov 6-12, 2022. Ms. Berman requested the governor's proclamation, but has not heard back yet. Several donations have been solicited and gathered for the Pathway to Prizes drawing. It was proposed we include another spa gift certificate (at the spa of winner's choosing) as well as 2-3 memberships and 1 annual meeting registration. Ms. Adamson presented the option of ordering custom YETI mugs. It was determined that there was not enough time, although this might be a good fundraising option for the annual meeting. Ms. Merino will send an email to Mr. McLinden for an email blast to the contacts and to post on OSRTs website. Ms. Balfour will post the information on OSRTs IG account. Information will also need to be sent to Susan Putnam for the Facebook account. Ms. Balfour asked if there was a Canva account with graphics that could be shared. Ms. Berman will reach out to Sydney Kasner about her account. Mr. McLinden offered to share his graphics with Ms. Balfour. Ms. Adamson will assign prizes to winners using a random number generator once the sign up closes (Nov 12th) and will notify winners on November 14th. Abigail Berman will take care of the payment for the spa with the OSRT debit card. It was noted that a new promo video was needed. Several students volunteered to create a Tiktok style video to promote RadTech Week. Rad Tech clubs from each school will participate. All videos will be judged by Barb Smith. Acceptable videos will be used to promote RadTech Week on the OSRT website and IG page. Ms. Clayton and Ms. Berman will be the contacts for video submissions for LBCC and PCC, respectively. Ms. Balfour will reach out to Don McDonnell at OIT to let him know about the competition. The committee will consider whether there will be a prize for the best video submission.
- **Board Nominations Committee.** Ashley Willner is the Committee Chair and Matt McLinden and Jennifer Clayton also serve on the committee. The Board will funnel names to Ms. Willner - all nominees must be members but only the President-Elect needs to have prior experience. Nominations must be in place prior to the Annual Meeting. Students cannot fill Board positions, except for the Student Board member.
- **Strategic Planning Committee.** Bobbi Bailey proposed an updated mission statement for OSRT. The following was submitted:

Educate imaging professionals.

Advocate for safety in medical imaging.

Inform members of potential changes to our profession.

Mr. McLinden made a motion to approve the proposed mission statement. Ms. Willner seconded the motion. Ms. Berman took a vote and the motion was carried unanimously.

- **Annual Meeting Planning Committee.** Jennifer Clayton reported on the progress for planning the 2023 Annual Meeting. A contract has been executed with Inn at Spanish Head. The Committee is working on registration pricing. Registration info, pricing and event details will be sent out by January 1st. Speakers need to be lined up prior to opening up registration (Jan/Feb). Registration may be limited to 75 spots. The Committee is considering opening up registration to members first. The venue will provide a Friday night

bonfire (cost is \$100). The Committee is also considering the Friday night event and student bowl. Ms. Balfour suggested students could sell S'mores as a fundraiser. A delegate from ASRT will be attending.

- **AM Education Committee.** Abbie Berman asked for recommendations for speakers. She will reach out to a few of the Mam speakers.
- **New Business.**
 - OSRT received an inquiry from St. Joseph's College in Maine re: promoting degree options on OSRT's website and/or to OSRT members. The Board discussed the logistics of this and decided to pass.
 - Mr. McLinden brought up the idea of having a Job Fair table at the Annual Meeting. Ms. Clayton declined as there is not sufficient room at the venue this year. Ms. Balfour suggested that employers could advertise open job positions (and include applications) via fliers included in the registration packets. The AM Planning Committee agreed provided the employers supply the printed fliers and pay a sponsorship fee (TBD). The possibility of getting a spot on the website and promo advert space in between speakers was discussed.
 - A student (Lisa ?) suggested that the Rad Tech clubs put on a Job Fair event possibly in the spring.
 - Ms. Berman suggested the Board consider purchasing a computer monitor for the Executive Administrator to use. Suggestions for a portable monitor to use with a laptop were discussed. Ms. Adamson will review the options and give a recommendation to the Board for approval.
- **Adjournment.** Abbie Berman adjourned the meeting at 1:12 pm.

Upcoming meetings:

BODM - January 21, 2023 (LBCC)
Annual Meeting April 14-15, 2023