

Winter ISRT Meeting | MINUTES

Meeting date | time *January 17, 2019* | 6:30 P.M. | Meeting location *Skype*

Type of meeting	Winter ISRT Meeting 2018	Katie Glassett- Board Chairman
Facilitator	Katie Glassett	Ricky Sanchez- President-Elect
Note taker	Megan Jones	Catherine Masters- Treasurer/Membership Officer Megan Jones- Secretary Tim Masters- Webmaster

Meeting called to order by Katie at 6:38 P.M.

Conference Update

Ricky- Several speakers are pending. A cardiologist at Saint Luke's in Twin Falls is willing to talk and maybe an ER doctor. A few speakers pending for ASRT approval. Ron and Ricky meeting this Friday and will have an update.

-
- a. Appointment of Ricky Sanchez
 - Ricky is the new President-Elect. Jason Bradley from ASRT will confirm Ricky's appointment. Megan will forward the ISRT binder information with ISRT executive officer and conference information. Ricky confirms Katie's request to be an alternate for the ASRT conference in June.
 - Ricky left the meeting at this time.
 - b. ASRT parliamentarian will review our bylaws and suggest changes to update bylaws to align with ASRT. Jason Bradley will forward Katie the proposed bylaw changes and will be reviewed by executive committee members next meeting.
 - Bylaw changes need to be made public 60 days prior to the business meeting in the Scattered Radiation newsletter and on the website.
 - Tim emailed the bylaws with review comments to committee members.
 - c. Tim- ISRT member emailed to ask if we had a copy of the 2018 conference continuing education (CE) credit forms on record. Not sure if we have copies of all CE credit forms in one place. Tim suggested a two-part CE credit forms to track the credits for the upcoming conference. A code could be displayed on a PowerPoint at end of each session. Tim will check with ASRT that suggests 2-3 options for tracking credits. A two-part form is estimated to cost \$35-40.
 - d. Tim- Members gave feedback last year they would like to be informed about the ISRT annual conference by mail. Katie agrees that a mailing would be effective. All agreed it would be worth the cost. Katie is printing the postcards. Tim is printing the labels. Print 200. Mail to the member mailing list and then distribute the rest to hospitals and clinics.
 - e. Nominating Committee Info/Open positions
 - Katie emailed Trevor and hasn't heard back yet is there are any nominees for open positions this year. Open positions include president-elect and secretary. Tim will post open positions on the website for nominees. Need to update the website with Candice Moore's name as a

recipient of the Jean Machacek award. If there is a Jean Machacek nomination we would need to put together the review committee.

Action items	Person responsible	Deadline
Print postcards and mailing address labels	Tim/Katie	January 2019
Send the ISRT binder information with ISRT executive officer and conference information to Ricky.	Megan	January 2019
Post criteria for the Jean Machacek award on the website. Put on Website (homepage) the open positions this year.	Tim	January 2019

New Business

a. ASRT Delegates

Students were chosen for the ASRT student leadership conference. Four people reviewed the essays and selected for the best essay out two that mentioned ASRT and ISRT both. This shows they would be interested in future leadership. One of the students chosen is from ISU and one from CSI.

b. Scattered Radiation

January edition should include:

- Essay and exhibit submission forms

- Conference form

February edition should include:

- The propose membership dues increase

- Bylaw changes

- Students selected for the ASRT Student Leadership Conference

c. Essay, Exhibits, and Student Bowl

Poster rubric was updated by Cathy. We will be doing a hard copy exhibit rather than the digital proposed in the last meeting. The form will be included in Scattered Radiation and on the website under conference information. There are three judges that typically look at the essays and exhibits. ASRT person will be at the conference and could be a judge. Tim suggests we check the bylaws to see who is allowed to judge.

Megan will email schools with the student bowl forms, and the exhibit/essay forms. Katie will be copied in these emails.

Student bowl submissions will go to Tim. Tim will be in charge of the student bowl. The student bowl on Friday night may need to be added onto the venue reservation. Tim will double check the venue reservation.

Action items	Person responsible	Deadline
Email schools the student bowl forms, and the exhibit/essay form	Megan	January 2019
Double check venue	Tim	January 2019

Conference Update

a. Approval of Speakers

Need to get speakers approved. People are expecting to have the conference schedule soon. Tim will email Katie the speaker invitation letter so she can invite an EMT from Boise and her local radiologist to speak at the conference. According to Tim, the biggest issue with getting the approval of conference speakers last year was getting all of the information about each speaker (CV, an outline of the presentation, etc.).

Speaker from ASRT is confirmed for this year's conference. Mary Henne can speak about ultrasound physics, but would need to be on Friday. Would there be a schedule conflict with a breakout on Friday? Mary could be made a general speaker.

Last year had 7 sessions on Friday. Saturday there was a keynote speaker and then 15 sessions including breakout sessions. There were 23 speakers total at the 2018 conference. IT is proposed to have one less speaker and make the business meeting longer. Tim/Barb could do a talk about Haiti. Cathy may do a talk about working with students.

Treasurer Report

Since the last meeting, ISRT has received \$600.00 in membership renewal fees.

\$1,100 was spent in pizza for the five colleges and gas money during Rad Tech week.

Cathy proposed not sending a representative to LCSC due to the cost and give the schools a budget for pizza.

We now have insurance through ASRT and Cathy canceled the other insurance saving \$1,500.00.

There was a \$75.00 charge to buy the registration component for the conference on the website.

Unlisted Business

Motion to accept fall 2018 minutes by Megan

Second to the motion by Cathy

All in favor

- a. ASRT parliamentary will look at bylaws. Katie will email as soon as she receives the proposed changes.
- b. Megan will submit the ISRT delegate names for the 2019 ASRT Educational Symposium and Annual Governance and House of Delegates meeting, as well as, student name for ASRT Student Leadership Conference.
- c. Need to send out a notice to the radiology programs that ISRT will scholarship the conference fees for two students from each school this year. The students will be involved in the conference, volunteering at the registration desk and stamping CE credit forms. Schools need to send us the names of the two students. Motioned and agreed upon in the post-conference meeting 2018. Megan will email schools.
- d. Next meeting Tuesday, January 29, 2019 at 6:30 P.M.

Action items	Person responsible	Deadline
Email schools about two students getting an opportunity to volunteer at the conference	Megan	January 2019
Submit names for ASRT conferences	Megan	January 2019

Motion to adjourn by Katie
Second to the motion by Megan
All in favor

Meeting adjourned at 7:29 pm.