

2017 Pre-Conference Meeting
Ramkota Inn
Casper, WY

Meeting called to order 8:55 pm

Members present: Angela Raybuck, Ashleigh Ralls, Jerry Rice, Billy Mackey, Courtney Keahey, Carolyn Spranger, Kayci Robinson, Teri Bedwell and Laurel Zeiler

Minutes from last meeting:

- Will print off spring board 2016 meeting minutes to be read at business meeting tomorrow.
- Meeting minutes approved for Aug 14, 2016 Summer Board Meeting.
- Meeting minutes for 2016 Pre-conference Board meeting in Cody, WY. Motion made to amend the minutes to add Angela Raybuck: motioned passed. Board meeting amended and approved.
- Meeting minutes for 2016 Post-conference Board meeting in Cody, WY. Motion made to amend meeting minutes to change Ashleigh's name, add Angela Raybuck and change Carolyn's name to read Carolyn Spranger and meeting year to 2015. Motion passed as amended.
- Meeting minutes for 2017 Spring Board meeting. Motion made to correct Carolyn's name to read Carolyn Spranger. Motion passed

Conference Report:

- 14 credits with 10 speakers.
- 2 presentations are worth 2 credits.
- All are speakers are expected to attend with one person backing out and Angela Raybuck stepping in with a Mammo presentation.
- Finances on conference are expected to be between \$6,500 and \$7,000 with food and venue.
- Vendors are Samsung Don Reddick with a portable and Seimens with Aaron Ibera and Tyler from Comprey. GE may be here. Sue with Boise State school with information for a Bachelor's. ASRT has info to be spread out.
- Talks in the Wyoming Theater at Ramkota. Student bowl is in the South banquet room. Buffet style food with cash bar that is possibly included with venue pricing.
- Donations from Gillette Hospital, CRG, IMH and LCCC Radiography club.

President's Report:

- Insurance through Burns Agency- Cathy Griffith is the agent on the account
- General Liability
- Director's and Officer's
- Employee Dishonesty
- All are current until the end of October 2017.
- ASRT Compliance items went smooth overall. Found out that our Fiscal Year was incorrect through the ASRT (they had us ending in August). Worked to correct this and now our compliance items to be due at the end of November (it has been September).

- ASRT Financial Assistance was first denied for compliance issues because there was confusion with the delegate paperwork last year. ASRT decided last minute to waive that item, as it seems many affiliates had problems with the process. We were approved almost immediately after the waiver and were awarded \$4000.
- Bylaws Report
 - Added ordering conference award winner plaques to the VP duties
 - Combined new financial policies and added new section (7)
 - Changed Honorary Award to Mike Lewis Award throughout
 - Added Proclamation to PR duties
 - Added ordering of Big Raffle tickets to Secretary duties
 - New logo incorporated on front page
 - 2 versions made. For print-ready to be printed 2 sided. Section pages have blanks on back. Electronic-took out blank for section pages. Made sure PDF pages matched actual pages.
 - General sweep for errors, printed and put in new binders
 - Worked on Review Schedule for future Bylaws committees.
 - Recommendation to board 2017-18: Review section 7 for appropriateness/alignment with WSRT. Also, need to look at Grant/Scholarship instructions. Not very clear on application.
- Education
 - 2 Leadership Academy participants: Lani Cestoni-LCCC and Courtney Keahey-LCCC
 - Next year's participant applications due 12/19/2017
 - 6 exhibits, 14 papers for conference competitions, 16 LCCC & 20 CC attendees so far
 - Working on getting questions in electronic format and matches organized. Would like to see a review process for questions. Maybe a 5-year cycle of matches and the questions to be used reviewed in the year leading up to the conference. Still on the fence about the buzzer situation. Have been using phones and a tablet and an application.
 - New Graduate membership. Jerry R. spoke at LCCC 2017 class pinning. Janet was asked to speak at CC graduation, need to follow-up with her.

President elect report: 14 CE's approved and everybody up for election are credentials

Vice President (Billy): Ballots were sent out in August for all open positions. Ballots were posted with Eclipse stamps.

Secretary's report: 111 current members, 26 life members, 44 active RT members and 41 student members.

Treasurer's: \$18,422.47 in Checking, \$6.01 in Savings at Credit Union. Cheyenne state bank certificate \$12,001.97. We've gotten \$520 in dues to date this year. Have not received a bill from Office Depot in a while – discussed calling to find out where the bill is going. Spent \$124.32 in postage. Spent \$189.50 on raffle tickets. We are spending \$20/mo on website. Spent \$541.96 on plaques (getting caught up). Debit card was compromised \$193 was taken out from Beijing China, Angela put in a fraud report and money was successfully recovered. Angela discussed adding the current president to the checking account. Discussed having two people sign for a check and/or voting. Recommendation to have the Treasurer to

look into policies regarding having a 2nd person to sign for checks or having all board members vote on payment.

ASRT Delegate report:

- Editorial changes were made regarding the separating secretary and treasurer, as well as updating language for consistency.
- Commission: 18 main motions were made by the first business day in January. It seems that there was a total of 20 items covered by the Commission, 17 of which were included in the Consent Calendar for voting.
- After discussion of the Consent Calendar, an additional 3 items were pulled from the Consent Calendar.
- One topic for discussion was regarding the Nuclear Medicine Practice Standards. There was a motion to amend the wording in the original motion. The glossary had a few updates, including adding radiopharmaceutical to the radioactive material definition.
- The Commission recommended the motion to amend the level of education for medical imaging and radiation therapy professions to a baccalaureate degree to the Practice Standard Council. The rationale of the motion was to clarify language, attain professional recognition the baccalaureate degree is the minimum educational level required. Not meant for all programs to transition to a baccalaureate program. The rationale for the Commission recommendation was that further research and evidentiary review is required to accurately convey the original intent of the motion.
- There was one Late Main Motion made for the ASRT to investigate a combined ASRT and State Affiliate membership

Committee report: Bylaws review schedule rough draft passed out by Ashleigh to review. Suggested that we adopt a schedule to review bylaws per section rather than all at once.

Credentialing: discussed reviewing the rules of what makes up a voting member.

Education report: 4 applications for ASRT leadership academy – 2 LCCC students were chosen (Courtney and Lani) and Jerry and Ashleigh were mentors. Jerry attended the LCCC pinning for 2017 graduates. Ashleigh delegated that role to Janet for Casper College. 14 papers were submitted. 6 applications for poster competition, but only one Casper member meets the criteria for membership. Carolyn and Kayci worked on Student Bowl questions, printed and on google docs, to match questions with ARRT guidelines.

Finance: Raffle Prize and door prizes - spent \$741.57 with an addition \$400 (pending Jerry's receipt). Julie's plane ticket roughly \$400 round trip.

Legislative: No new report.

Nominations: Billy sent out ballots and was successful. Billy recommended recruiting more than 1 or 2 people that want to do it.

Public Relations: No members. Danielle Opp offered to help

Ways and means: Lacy and Caitlin did a lot of great work with helping with this. CRG, Gillette Medical, IMH and LCCC radiography club. Goals for ways and means. Kayci brought up the possibility that we

need to apply every year for a new tax ID number. Discussed looking this up. Laurel agreed to continue to mentor for Ways and Means and create a donor spread sheet.

WSRT Publications: Reduced spending by 50% using e-cathode. 38 subscribers to E-cathode with increasing numbers. Website is updated, online forms are updated. Retyped the paper forms to remove SS#. Updated conference registration for student fee. Made more detailed student page with photos and made an ASRT student leadership development

WBRT: Waiting on Joanne to get full number of registered techs. There was a hiccup for online registration that Teri will discuss tomorrow. WY has another company that will up and going with a test in 6 months. Nobody has been on probations or been turned in. Going through policies and procedures right now. New member as of this month. Revamped part of the website.

Unfinished business: Vicki will be getting her \$100 check, plaques were made for past awards. New Past President plaque was not what was expected and ordered from Wyoming Trophy and Engraving (Trophy Creations). Ashleigh discussed investigating a new company to do our plaques and awards.

Duties timeline: Discussed continuing or discontinuing

Cookbooks for conference: discussed using a drop box for recipes

New business for the post board meeting: look at policy for signing checks

Meeting adjourned at 11:10 pm

Minutes respectfully submitted by Courtney Keahey, WSRT Secretary