



**ASSOCIATION OF PROGRAM COORDINATORS IN RADIOLOGY**

***24<sup>th</sup> Annual Professional Meeting***

***April 2– 5, 2024***

***Boston Marriott Copley Place***

***Meeting Packet***

President's Letter

APCR Board of Directors

Agenda: APCR Member Meeting #1 – Tuesday, April 2nd

APCR Committees

    Committee Descriptions

Standing Committee Reports

Agenda: APCR Member Meeting # 2 – Thursday, April 4th

Appendix

    2023 Member Meeting Minutes

    Financial Statements

    APCR New Members (since 2023 Meeting)

    AUR 2024 APCR sessions schedule



# ASSOCIATION OF PROGRAM COORDINATORS IN RADIOLOGY

820 Jorie Boulevard, Oak Brook, IL 60523-2251

(630) 368-3737

## President's Letter April 2024

Dear Fellow APCR Members,

I am honored to welcome you to the Association of University Radiologists (AUR) 72<sup>nd</sup> Annual Meeting in Boston, MA. We will gather at the Boston Marriott Copley Place from April 2<sup>nd</sup> – 5<sup>th</sup>. Our theme this year is “The Learning Healthcare System”. Whatever your role, we all play an important part of the learning healthcare system. The unprecedented shortage of radiologists and high turnover rate has put a strain on all of us as we navigate these challenging times and adapt to the constantly changing learning environment.

I'm grateful to have the honor of serving as the APCR President this past year. It's been a privilege to get to know and work with such a dedicated group of outstanding individuals. From our board of directors, to our committee chairs, to all of you. Now more than ever, it's important that we work together, learn from each other and help each other rise to overcome the challenges we face. It's important that we all strive to build our organization to the strongest it's ever been. I encourage all of you to join together to accomplish this goal. Whether it's a board member, a committee chair, or as an active member in one or more committees, your contribution is invaluable.

Our committee chairs have been hard at work throughout the year in moving forward with our goals and setting our agendas. They've been leading new initiatives and adapting our processes to drive our mission of engaging members and addressing our issues. I want to say a special thank you to our Committee Chairs, Board Members and Past-Presidents. Your commitment and perseverance have brought us to where we are today. Your dedication built this strong community of professionals. We would not be where we are without your steadfast support and selflessness. Please accept my heartfelt gratitude. Thank You!

*Sheik Amin*

Sheik Amin, MHA  
APCR President



**APCR  
BOARD OF DIRECTORS  
2023-2024**

**PRESIDENT**

**Sheik Amin**  
Columbia University Irving Medical Center  
[Sa2648@cucmc.columbia.edu](mailto:Sa2648@cucmc.columbia.edu)

**PRESIDENT-ELECT**

**Angela Huff**  
Emory University  
[angela.huff@emory.edu](mailto:angela.huff@emory.edu)

**SECRETARY-TREASURER**

**Amanda Hicks**  
University of Illinois  
[ahick2@uic.edu](mailto:ahick2@uic.edu)

**IMMEDIATE PAST PRESIDENT**

**Tina Hunter**  
University of Nebraska Medical Center  
[thunter@unmc.edu](mailto:thunter@unmc.edu)

**BOARD MEMBERS-AT-LARGE**

**Ranitta McDowell**  
Emory University  
[rsmcdow@emory.edu](mailto:rsmcdow@emory.edu)

**Samantha Schnitzer**  
The Ohio State University  
[samantha.schnitzer@osumc.edu](mailto:samantha.schnitzer@osumc.edu)

**Sandra Palma**  
Brigham & Women's Hospital  
[spalma2@bwh.harvard.edu](mailto:spalma2@bwh.harvard.edu)

**LaToya Wright**  
UT Southwestern Medical  
Center  
[latoya.wright@utsouthwestern.edu](mailto:latoya.wright@utsouthwestern.edu)

**ALTERNATE  
BOARD MEMBERS-AT-LARGE**

**Samira Zebarjadian**  
University of California, San  
Francisco  
[Samira.Zebarjadian2@ucsf.edu](mailto:Samira.Zebarjadian2@ucsf.edu)



ASSOCIATION OF PROGRAM COORDINATORS IN RADIOLOGY  
 Annual Member Meeting  
 Tuesday, April 2<sup>nd</sup>, 2024  
 1:15 PM –2:30 PM EST

Virtual Meeting via zoom:

<https://uic.zoom.us/j/82551485534?pwd=aXg0NUU4weTlZWEl5dmRjbW50VlBMUT09>

Meeting ID: 825 5148 5534

Passcode: rhVy1Rxx

One tap mobile

+13092053325,,82551485534#,,,,\*81996174# US

+13126266799,,82551485534#,,,,\*81996174# US (Chicago)

AGENDA

I.	<b>Call to order</b>	Sheik Amin <i>President</i>
II.	<b>Approval of April 25<sup>th</sup>, 2023, Member Meeting Minutes</b> The President will present a motion to accept the minutes of the 2023 Member Meeting 1 as presented. (Minutes are included in meeting packet.) <i>Membership will vote</i>	Sheik Amin <i>President</i>
III.	<b>President's Report</b> 2023-2024 Year in Review (Report is included in meeting packet)	Sheik Amin <i>President</i>
IV.	<b>President-elect Report</b> 2024 Annual Professional Meeting Update	Angela Huff <i>President-elect</i> <i>Chair, Program Planning Committee</i>
V.	<b>Secretary Treasurer Report</b> The Chair of the Finance Committee will present a report on the APCR Financials. The President, on behalf of the Finance Committee, will present a motion to accept the financial statement as presented. <i>Membership will vote</i>	Amanda Hicks <i>Secretary-Treasurer</i> <i>Chair, Finance Committee</i>

VI.	<b>Old Business</b> <ul style="list-style-type: none"> <li>Electronic Communications description change on the bylaws.</li> </ul>	Sheik Amin <i>President</i>
VII.	<b>New Business</b> <ul style="list-style-type: none"> <li>Bylaws changes to splitting of roles to a Treasurer and Secretary</li> <li>IR/DR committee name change</li> <li>Archives committee change</li> </ul> <i>Membership will vote</i>	Sheik Amin <i>President</i>
VIII.	<b>Nominations</b> The Immediate Past President, on behalf of the Nominating Committee, will present a motion to accept the following nominations as presented: <ul style="list-style-type: none"> <li>Treasurer</li> <li>Secretary</li> <li>Board Member-at-Large</li> <li>1st Alternate Board Member-at-Large</li> <li>2nd Alternate Board Member-at-Large</li> </ul> <i>Membership will vote</i>	Tina Hunter <i>Immediate Past President</i>
IX.	<b>Presentation of Awards and Gifts</b> <ul style="list-style-type: none"> <li>5 Year Committee Chair Awards</li> <li>APCR Outstanding Coordinator Award</li> <li>Past &amp; Current President Certificate of Appreciation</li> </ul>	Angela Huff & Amanda Hicks <i>Co-Chairs, Awards Committee</i>
X.	<b>Introduction and Installment of 2024-2025 President</b>	Sheik Amin <i>President</i>
XI.	<b>New Member Welcome</b> The APCR Membership will welcome new members who have joined since AUR 2023.	Angela Huff <i>Chair, Membership Committee</i>
XII.	<b>Special Surprise for Members</b>	Angela Huff <i>2024-2025 President</i>  Amanda Hicks <i>2024-2025 President Elect</i>
XIII.	<b>Adjournment</b> The new President will adjourn the meeting	Angela Huff <i>2024-2025 President</i>
XIV.	<b>New Member and Award Winner Pictures</b>  The new members and award winners will need to stay to have their pictures taken by the Archives Subcommittee	LaToya Wright <i>Chair, Archives Subcommittee</i>



## ASSOCIATION OF PROGRAM COORDINATORS IN RADIOLOGY

### Description of Standing Committees

#### ARCHIVES

Co-Chairs: Amanda Hicks & LaToya Wright

[ahick2@uic.edu](mailto:ahick2@uic.edu) & [latoya.wright@utsouthwestern.edu](mailto:latoya.wright@utsouthwestern.edu)

The Archives Committee maintains and develops the APCR's archives to preserve APCR history. The Archives Committee works closely with the Electronic Communications Committee.

#### AWARDS

Co-Chairs: Amanda Hicks & Angela Huff

[ahick2@uic.edu](mailto:ahick2@uic.edu) & [angela.huff@emory.edu](mailto:angela.huff@emory.edu)

The Awards Committee determines the nature and recipients of any and all awards and honors established in the name of the Association, such as the Outstanding Coordinator Award.

#### ELECTRONIC COMMUNICATIONS

Chairs: Amanda Hicks

[ahick2@uic.edu](mailto:ahick2@uic.edu)

The Electronic Communications Committee develops and updates the content of the APCR website, monitors the Radiology Program Coordinators Group on LinkedIn, Facebook, Instagram, and Twitter, and functions as the liaison with the APDR for maintenance of the website.

#### FELLOWSHIP

Chair: Sheik Amin

[sa2648@cumc.columbia.edu](mailto:sa2648@cumc.columbia.edu)

The Fellowship Committee communicates with fellowship coordinators on ways to improve fellowship programs, to prepare for upcoming changes and challenges, and to network with one another. The committee was created in response to specific fellowship issues regarding ACGME updates such as the Milestones and the self-study and site visits. Members strive to provide each other with resources and professional support.

#### IR/DR

Co-Chairs: Ranitta McDowell & Samantha Schnitzer

[rsmcdow@emory.edu](mailto:rsmcdow@emory.edu) & [Samantha.Schnitzer@osumc.edu](mailto:Samantha.Schnitzer@osumc.edu)

The IR/DR Committee began with support to programs with questions relating to the application process for starting IR programs at their institutions. The committee will provide with updates, announcements,

resources and professional support to IR/DR program coordinators for continued accreditation and overall success of programs.

## **MEMBERSHIP**

Chair: Angela Huff

[angela.huff@emory.edu](mailto:angela.huff@emory.edu)

The Membership Committee encourages and facilitate the recruitment of new members, and works together with the Mentoring Committee. The Chair will review all applications for membership, determining that eligibility requirements have been met, and submit recommendations to the Board of Directors for approval. The Membership Committee will maintain an accurate membership database and mailing list.

## **MENTORING**

Chair: Melissa Laity

[Melissa.Laity@ahn.org](mailto:Melissa.Laity@ahn.org)

The Mentoring Committee organizes the Mentoring Program within the APCR, pairing volunteer mentors with members who have requested a mentor. The Mentoring Committee works closely with the Membership Committee. New members can request to be paired with a mentor.

## **PROFESSIONAL DEVELOPMENT**

Chair: Susan Lamey

[susan.lamey@uphs.upenn.edu](mailto:susan.lamey@uphs.upenn.edu)

The Professional Development Committee collects and disseminates data relating to career and professional development and, with the approval of the Board of Directors, may undertake projects to further the professional development of APCR members.

## **SCHOLARSHIP**

Chair: Ranitta McDowell

[rsmcdow@emory.edu](mailto:rsmcdow@emory.edu)

The Scholarship Committee oversees the APCR Scholarship Fund, and organizes any fundraising events to maintain the fiscal ability to offer the APCR Scholarship. The committee reviews applications and selects one recipient who meets the scholarship application guidelines for the annual award.

## **SPECIAL EVENTS AD-HOC**

Co-Chairs: Samantha Schnitzer and Amanda Hicks

[samantha.schnitzer@osumc.edu](mailto:samantha.schnitzer@osumc.edu) & [ahick2@uic.edu](mailto:ahick2@uic.edu)

The Special Events Committee makes recommendations and arranges for special activities to be held during AUR to celebrate APCR special anniversaries.

## **SURVEY**

Chair: Melinda Parangan-Chu

[Melinda.Parangan-chu@ucsf.edu](mailto:Melinda.Parangan-chu@ucsf.edu)

The Survey Committee administers all survey requests from members once they are approved by the

President. The committee works with the Electronic Communications Committee to post all survey results.

## **WELLNESS**

Co-Chairs: Sandra Palma & Melinda Parangan - Chu

[spalma2@bwh.harvard.edu](mailto:spalma2@bwh.harvard.edu) & [melinda.parangan-chu@ucsf.edu](mailto:melinda.parangan-chu@ucsf.edu)

The Wellness Committee encourages and empowers projects to cultivate positive changes in the growth of wellness for our coordinators and all those that we support within our programs.





## **APCR ACTIVITIES UPDATE / COMMITTEES REPORTS**

Committee meetings are open to all members, and committee membership is encouraged. During the annual meeting of the Association of University Radiologists, committee members meet face-to-face to continue or finalize projects which they have been working on throughout the past year.

A full listing of committees can be found on our website under the “APCR General Information” tab, along with the names of the current Committee Chairs.

### **Archives Committee:**

The archives and electronic communications committees have been working hard pulling files from past emails and our old APCR Google Drive and inputting them into the files section of basecamp. Basecamp has been a wonderful resource that provides a centralized place that is not dependent on one member’s file service and is accessible to APDR/Affinity Strategies and APCR representatives. The archives committee has had a couple of changes this year. One change is the change in chairs from Kim Christman to Amanda Hicks and LaToya Wright. Another change will take place depending on a vote from our membership. The archives committee works hand in hand with the electronic communications committee, so it only made sense to bring the archives committee into the electronic communications committee as a subcommittee. If this change is passed, LaToya Wright will be chair of this new subcommittee. The archives committee will also be active in taking pictures and videos of APCR members and events going on during the AUR 2024 conference.

### **Awards Committee**

The awards committee has also had some changes this year. The committee chair role changed from Kim Christman to Amanda Hicks and Angela Huff. Their hard work on making a clear process for APCR awards will help the next awards committee chair when one is assigned this coming year. At the AUR 2024, we have 3 committee chairs that will be celebrated for having 5 or more years served as a committee chair. These chairs are: Susan Lamey with Professional Development, Melinda Parangan – Chu with Surveys, and Sandra Palma with Wellness. We will also celebrate the 2021-2022 President, Melinda Parangan – Chu, 2022-2023 President, Tina Hunter and the 2023 – 2024 President, Sheik Amin with a plaque and certificate of their hard work as APCR Presidents. We will award a new Outstanding Coordinator for 2024-2025 and have a poster in the lobby during the 2024 AUR celebrating our award winner from last year, Amanda Hicks. It is our intent to celebrate the previous Outstanding Coordinator of the Year with a poster in the hallway of the AUR for years to come. The APCR is still working on a proposal to present to the APDR regarding a new award that we would like to present in addition to the Outstanding Coordinator Award. This new award would allow radiology program directors, department chairs, residents, and other coordinators to nominate an award winner based on a series of requirements that is listed on the nomination form. We hope to present this new award to the APDR

representatives soon and begin this award starting at the 2025 AUR Conference which will be the 25th anniversary of the APCR.

### **Electronic Communications Committee**

This year, our committee continues to develop our social media sites. We currently have 3 social media managers for our sites: Aicyd Jax Grone which is our Instagram social media manager, Sandra Palma, who is our Facebook social media manager, and Amanda Hicks, who manages/oversees all the social media sites for the APCR. Our goal for this upcoming year is to make the social media a subcommittee of the electronic communications committee with a chair to oversee it and work with the electronic communications committee chair. Depending in the vote of our members, we look forward to bringing the archives subcommittee to our committee as well. We are no longer using the Yapp App and look forward to seeing the new Whova app for the AUR conference. Our committee also is responsible for sending the communication of the APCR to the APDR representative to send to membership. We look forward to continuing that relationship and feel that the basecamp process is working smoothly. Our intent is to do an update of information on the website after the 2024 AUR conference has concluded. Our committee is also responsible for providing the virtual link and support for our APCR member meetings at the AUR conference. For 2025, the goal of our committee is to have our electronic communications chair and subcommittee chairs work together to provide an even more fabulous experience for our members. We would like to start providing our webinars to members through our website and do more outreach on our website and social media channels. The electronic communications committee has been working with Amanda Decker at the APDR on multiple projects including: • Updating the my features tab on APCR members profiles so members can see the committees each member is participating in and receive emails from their committee chairs. • Using basecamp to communicate emails that need to go out to membership and items that need to be updated to the website This process has been going great and appreciates all of the assistance Amanda D and the Affinity IT provides to our committee to make these projects a reality.

### **Fellowship Committee**

The fellowship committee currently has the challenge of getting more members interested in joining the committee. The fellowship committee hopes to bring up some “hot topics” at this year’s and next year’s AUR conference that pertains to fellowships such as NST, recruitment and the alternate pathway.

### **IR/DR Committee**

This year, the IR/DR committee successfully launched their IR Quarterly Meetings where they discussed accreditation, recruitment, site visits, case logs, etc., all things related to IRIntegrated, IR-Independent and the ESIR Pathway. They also started a shared folder for our committee to add best practices, templates and other information that will help us in our role. 2. The IR/DR committee hopes to increase their committee and focus on gaining more DR PCs to provide assistance with the ESIR Pathway. 3. For the 2024 -2025 year, the IR/DR committee plans to continue their Quarterly Meetings, their Q4 meeting will take place after AUR, and they are so excited to bring back tons of information to share and topics that each of our members can present on. 4. Pending the APCR membership vote, the IR/DR committee will receive a name change to the IR Programs Committee. The IR Programs Committee name is a more inclusive title to represent all the IR residency programs.

### **Membership Committee**

Here are some activities and achievements that the membership committee has been working on this past year:

- Connecting and engaging with members: Staying committed to our goal of connecting and engaging with our members is a significant achievement. In a time where virtual interactions have become the norm, we maintained these connections throughout different webinars.
- Well-Being Check-In: We Implemented our Well-Being Check-In to demonstrate a proactive approach to supporting the well-being of our members but also provided an opportunity to address any concerns or challenges they may be facing. The Well-Being Check-In Holiday Extravaganza in December was a success! The approach of incorporating a survey wheel and giveaways added an element of fun and engagement to the event from our Survey Committee.
- Leadership transition of Mentorship Chairs: The smooth leadership transition from Amanda Hicks to Melissa Laity as Mentorship Chair is evident to the strength and effectiveness of our organization's leadership development processes. The collaborative efforts between the Membership & Mentorship Committee on events such as the APCR Meet and Greet, Welcome Reception Meeting with Board Members and Presidents, and the Foundational Course demonstrate the power of teamwork and synergy within our organization. The success of our Foundational Courses, with a virtual packed house speaks volumes of achievement.
- Advanced Coordinator 15 + years' Experience: This webinar sparked valuable discussions on improving and retaining coordinators within APCR. Actively seeking feedback and implementing the feedback into the Meet and Greet PowerPoint scheduled for April 1st shows a commitment to action and continuous improvement.
- The Membership Committee's standard practice of logging into webinars is placing our committee titles next to our names is an excellent way we demonstrate commitment and engagement. Our overall achievements reflect our committee's dedication to serving our members by continuing to prioritize member engagement and well-being. 2. Challenges our committee hopes to address this upcoming year.
- Collaboration with the Survey Committee on Survey QR Codes after each APCR session at AUR: This is an initiative to gather real-time feedback from our members. We will make sure that the QR codes are easily accessible and visible to all attendees. Will analyze the feedback carefully to identify areas for improvement and adjust our sessions accordingly. Discussing survey results will demonstrate transparency and commitment to addressing member concerns.
- Membership Recruitment strategies: With our 25th Anniversary approaching, this is the perfect opportunity to attract new members and re-engage existing ones. We will work with our Electronics Committee to leveraging social media platforms and target ways to promote our upcoming anniversary celebration and highlight the benefits of APCR membership. In addition to focusing on recruitment, we will continue our initiatives to retain current members. 3. Initiatives/Activities our committee is planning for this upcoming APCR year Here's a breakdown of what we're working on for this upcoming APCR year:
- Collaboration with the Survey Committee: Continue working closely with the Survey Committee to come up with topics for member feedback. This collaboration will help in gathering valuable insight to improve future sessions and activities for the next AUR Conference. This collaboration demonstrates the power of teamwork and synergy within our organization.

- Collaboration with the Awards Committee: Certificates for New Members: Providing certificates to new APCR Members is a great way for us to recognize New Coordinators at our AUR meetings.
- o Surprises at AUR meetings: Incorporating more surprises and member acknowledgments into AUR meetings.
- Encourage Speaker Participation for Foundational Courses
- Collaboration with the Wellness Committee:
  - o Coordinator Well-Being Check-In: The Wellness and Membership will share this quarterly initiative to schedule regular wellness check-ins with our APCR coordinators. We want to continue to recognize the importance of taking care of our mental and emotional health with our members, which ultimately contributes to their overall success and effectiveness. This collaboration demonstrates the power of teamwork and synergy within our organization.
  - Membership Recruitment Letter distribution: Breaking up the responsibility of distributing the membership recruitment letter among committee members will ensure broader outreach and engagement. Overall, these initiatives and collaborations will help maximize the effectiveness of some of our recruitment strategies.

### **Mentorship Committee**

Amanda Hicks stepped down from the chair position on December 31st, 2023 to prepare for her role as President Elect starting at the AUR 2024. Melissa Laity took over chair responsibilities of the Mentorship committee on January 1, 2024. For 2023-2024, the mentoring committee has received requests from 5 program coordinators for mentors. The Membership and Mentoring Committees are collaborating for the upcoming Meet and Greet at AUR along with the Foundations Course throughout the year.

### **Professional Development Committee**

So far in 2023 – 2024, the Professional Development committee published a Fall 2023 newsletter that included updates for our members and presented a Hot Topics webinar regarding recruitment for our members. The Professional Development committee completed their Spring 2024 newsletter that will be emailed to APCR members before the AUR conference. This newsletter includes updates from the different committees and about the AUR 2024 conference sessions and activities that the APCR is hosting. Harmony Claus took the lead on these newsletters and her hard work produced an excellent newsletter for our members to enjoy. The Professional Development Committee remains committed in keeping our members engaged. They will be hosting the “Speed Mentoring” activity at the APCR member meet and greet at the AUR 2024. The committee also plans on hosting a second Hot Topics - Case Logs Best Practices Webinar after the AUR 2024 conference. In the future, the Professional Development Committee plans to work with our social media managers to have a resources corner for members on our social media websites.

### **Scholarship Committee**

For the 2024-2025 year, the scholarship committee plans to vote on providing the scholarship for two PCs to attend in-person. Attending the meeting in general (virtual or hybrid) is very beneficial but attending in-person provides a networking opportunity that is not readily available via Zoom. We also plan to review further definition/weighting of the criteria. Special Events Ad-Hoc Co-Chairs: Samantha Schnitzer & Amanda Hicks The Special Events Ad-Hoc committee is working hard to plan the APCR’s 25th anniversary which will be hosted at the AUR 2025 conference in Los Angeles, CA. The committee would like to see this special celebration be available for not just coordinators to attend but other affinity groups to come help celebrate during the week. A few of our ideas include having a special celebration during the week that all APCR, APDR, and affinity groups can attend, stars with each APCR member name on it posted throughout the conference, a fun event for our members to participate in on Tuesday

evening of the conference, and a photo booth that everyone can use one of the days at the 2025 AUR. Our committee is in the process of adding members to our planning committee and will meet at the AUR to discuss additional ideas of the special week, and create a budget for our event. Any help from any of our affinity groups would be greatly appreciated in planning this special event. The Special Events co-chairs, Samantha Schnitzer and Amanda Hicks, will be reaching out to Affinity Strategies staff regarding any questions and guidance for this event. We are looking forward to having this special celebration at the AUR 2025.

### **Survey Committee**

No real activity from surveys with 1 request from an APCR member on behalf of her program requesting coordinators circulate a survey regarding independent call. It received low participation. The membership committee will be sending our committee a survey for the coordinators closer to the meeting date.

### **Wellness Committee**

The wellness committee has collaborated with the Membership committee to begin quarterly APCR member check-ins, membership has hosted the first two meetings for the current AY and wellness will host the following 2 meetings for this AY. We also plan to host another wellness-centered journal club, possibly on Imposter Syndrome after AUR (May 2024). The committee is also working on a sharable list of wellness resources to share with APCR members. Challenges for the committee have been that we do not have very many active and engaged committee members.

Our goal for the upcoming year is to build up the committee membership, and hopefully get more involved and excited members to join us! Goals for next year are (1) increase committee membership, (2) continue with quarterly APCR check-ins, and (3) collaborate more with membership committee to host appreciation events (such as GME Professionals Day). Additionally, Melinda Parangan – Chu has offered to step up as Chair of the Wellness committee, but Sandra Palma does plan to stay on the committee as a member or potential co-chair with Melinda.



**ASSOCIATION OF PROGRAM COORDINATORS IN RADIOLOGY**

Member Meeting 2 Agenda

Thursday, April 4, 2024

8:00 am – 9:30 am

Boston Marriott Copley Place

Virtual Meeting via zoom:

<https://uic.zoom.us/j/82551485534?pwd=aXg0NU4weTIZWEI5dmRJbW50VIBMUT09>

Meeting ID: 825 5148 5534

Passcode: rhVy1Rxh

One tap mobile

+13092053325,,82551485534#,,,,\*81996174# US

+13126266799,,82551485534#,,,,\*81996174# US (Chicago)

<b>I. Call to Order</b>	<i>Angela Huff President</i>
<p><b>II. Committee Reports –</b></p> <ul style="list-style-type: none"> <li>• <b>Awards</b> – Amanda Hicks &amp; Angela Huff, Co-chairs</li> <li>• <b>Electronic Communications</b> – Amanda Hicks, Chair             <ul style="list-style-type: none"> <li>• <b>Archives Subcommittee</b> – LaToya Wright, Chair</li> <li>• <b>Social Media Subcommittee</b> – Amanda Hicks, Chair</li> </ul> </li> <li>• <b>Fellowship</b> – Sheik Amin, Chair</li> <li>• <b>IR Programs Committee</b> – Ranitta McDowell &amp; Samantha Schnitzer, Co-chairs</li> <li>• <b>Membership</b> – Angela Huff, Chair</li> <li>• <b>Mentoring</b> – Melissa Laity, Chair</li> <li>• <b>Professional Development</b> – Susan Lamey, Chair</li> <li>• <b>Scholarship</b> – Ranitta McDowell, Chair</li> <li>• <b>Survey</b> – Melinda Parangan – Chu, Chair</li> <li>• <b>Wellness</b> – Melinda Parangan – Chu &amp; Sandra Palma, Co-chairs</li> <li>• <b>Special Events</b> – Samantha Schnitzer &amp; Amanda Hicks, Co-chairs</li> </ul>	

<b>III.</b>	<b>Door Prize Drawing</b> A drawing will be held for gift cards donated by <i>Emory University</i>	Angela Huff President
<b>IV.</b>	<b>Adjournment</b> The President will present a motion to adjourn the meeting	Angela Huff <i>President</i>
<b>V.</b>	<b>APCR Group Photo</b> The official 2024 APCR Meeting photo will be taken directly after adjournment	LaToya Wright <i>Archives Subcommittee Chair</i>



## **ASSOCIATION OF PROGRAM COORDINATORS IN RADIOLOGY**

Meeting Minutes (Member Meeting 1)

Tuesday, April 25<sup>th</sup>, 2023

3:00 PM – 4:00 PM CST

JW Marriott Austin, Austin, TX

### **I. Call to Order**

Tina Hunter, President, called the member meeting of the APCR 23rd Annual Meeting to order at 3:00 pm CST.

### **II. Approval of March 24, 2022 Minutes**

Agenda and meeting materials were emailed to the membership prior to the meeting.

Motion: A motion was made to accept the March 24<sup>th</sup>, 2022 meeting minutes as written. Action: The membership voted to accept the minutes.

### **III. Nominations**

*Melinda announced on behalf of the Nominating Committee, a motion to accept the following nominations:*

- *Secretary-Treasurer: Amanda Hicks (University of Illinois College of Medicine – Peoria)*
- *Board Member-at-Large: Sandra Palma (Brigham & Women's Hosp.)*
- *1<sup>st</sup> Alternate Board Member-at-Large: LaToya Wright (UT Southwestern Medical Center)*
- *2<sup>nd</sup> Alternate Board Member-at-Large: Samira Zebarjadian (University of California, San Francisco)*

*Motion: A motion was made to accept the nominees.*

*Action: The membership voted to accept the nominees.*

### **IV. President Report – Tina Hunter**

The 2023 President's report was distributed to all members via email with details of the year including committee reports.

### **V. President-Elect Report – Sheik Amin**

Sheik Amin reviewed the agenda for the upcoming meeting and noted:

- APCR Specific Events to include presentations and luncheon
- Encouraged members to attend committee meetings and consider joining

### **VI. Secretary Treasurer's Report – Angela Huff**

The financial statement reflects revenue, expenses and net assets as summarized below:

Total Revenue	\$ 18,450.00
Total Expenses	\$ 11,561.00
Excess of Revenue over Expenses	\$ 6,889.00
APCR net assets	\$ 137,817.00



Motion: A motion was made to accept the Secretary Treasurer's Report as written.

Action: The membership voted to accept the Secretary Treasurer's Report.

## **VII. Presentation of New Business and Old Business**

Tina Hunter presented a change to article VI - Committees to the Electronic Communications Committee description. The proposed change to the description is as follows:

**Electronic Communications Committee.** The Electronic Communications Committee is responsible for developing and updating the content of the APCR website and functions as the liaison with the APDR for maintenance of the website. This committee also updates and manages the Yapp App for the APCR as a resource for its members to use during the annual AUR conference. Within the committee, there is a social media manager who creates and monitors content for the Radiology Program Coordinators Group on LinkedIn, Facebook, Instagram, and Twitter.

The rationale behind the change is as follows: The Electronic Communications Committee has evolved within the past year with the development of the APCR social media websites to give APCR members another resource for communication and updates. The description of the Electronic Communications Committee has been updated to reflect these new changes.

A motion to pass the change to the Electronic Communications Committee description was presented to APCR members. The motion was first and seconded. The motion was passed.

## **VIII. Presentation of Awards and Gifts – Tina Hunter on behalf of Awards Committee**

On behalf of the Awards Committee Chair, Kim Christman, Tina Hunter presented the Coordinator of the Year Award to *Amanda Hicks* of the *University of Illinois College of Medicine - Peoria*. This year's Outstanding Coordinator of the Year is an APCR Board Member at Large, Mentorship Committee Co-Chair, Electronics Communications Committee Chair, Special Events Co-Chair, and Social Media Manager. Amanda developed the social media sites for the APCR, which has been a wonderful addition in allowing our association to quickly spread information and educational resources amongst our membership. She has also updated the APCR website with the most up to date information and co-chaired the development of the APCR Foundation Course Series. Amanda has presented at the AUR Coordinator best practices session back in 2019. Last, but not least, she has been a mentor to many coordinators. Please join me in congratulating Amanda Hicks as this year's Outstanding Coordinator of the Year.

## **IX. New Member and New Attendee Welcome**

On behalf of the Membership Committee, Chair Angela Huff welcomed new members who have joined since AUR 2022, first time attendees, and our long time experienced coordinators.

Electronic Communications Chair, Amanda Hicks, took a photo of all of our new APCR members at the front of the conference room.

## **X. Door Prize Drawing**

Sheik Amin presented a drawing of gift cards that was generously donated by Columbia University.

## **XI. Introduction and Installment of 2022-2023 President**

Sheik Amin presented the Certificate of Appreciation to outgoing President Tina Hunter.

*Tina passed the gavel to the new president, Sheik Amin.*

**XII. Adjournment**

*As the new President, Sheik wished everyone well, and hoped to see each other at next year's meeting in Boston, MA.*

Motion: It was moved and seconded to adjourn the meeting. Action: The motion passed.

Respectfully submitted by:  
Amanda Hicks,  
APCR Secretary - Treasurer

## ASSOCIATION OF PROGRAM DIRECTORS IN RADIOLOGY

## APCR

## Statements of Activities

## Budget Worksheet 2023

	ACTUAL	BUDGET	ACTUAL	ESTIMATE	BUDGET	COMMENTS
	9/30/2021	9/30/2022	6/30/2022	9/30/2022	9/30/2023	
3011-500- 1 Membership dues	\$14,775	\$15,000	\$11,250	\$15,000	\$15,000	200 mbrs @ \$75 - (Based on 7/31/2022 activity)
3310-500- 2 Meeting contribution	400	400	3,150	3,150	2,150	Estimate; ACR, Outstanding Coordinator Award DXIT/AIRP
3						
4 Total revenue	\$15,175	\$15,400	\$14,400	\$18,150	\$17,150	
5						
6						
7 Expenses:						
8						
4010-500- 9 Office supplies	0	50	0	0	0	Estimate
4020-500- 10 Printing & stationery	0	50	0	0	50	Estimate
4041-500- 11 Outside office services	0	150	0	0	150	Estimate billable hours
4061-500- 12 Certificates & awards	400	750	543	543	750	Outgoing President's gavel & clock; Outstanding Coordinator award
4063-500- 13 Scholarship travel grant	195	4,000	0	0	4,000	Estimate
4220-500- 14 Board travel	0	2,000	0	0	2,000	Estimate - President-Elect travel to RSNA meeting
4241-500- 15 Publication/dues/education	0	825	0	0	825	DIIGO @\$75; POD Bean @ \$350; Independent Survey Monkey account
4250-500- 16 RSNA management fee	1,970	2,000	0	2,000	2,000	Estimate 200 members @ \$10/each; Budget 200 members @ \$10/each
4280-500- 17 Telephone	0	25	0	0	0	Estimate
4313-500- 18 Computer/consulting fees	679	200	499	499	0	Web updates and meeting app.
4380-500- 19 Virtual content/delivery	0	3,000	2,509	2,509	3,000	Estimate
4420-500- 20 Ribbons	0	25	0	0	25	Estimate
4560-500- 21 Food services	0	4,000	2,302	2,302	2,750	Past Presidents Meeting, BOD mtg
4750-500- 22 COGS - APCR	0	558	558	558	0	Give-aways
4999-500- 23 Miscellaneous	0	0	3,083	3,083	0	Wstimate
24						
25 Total Expenses	3,244	17,633	9,495	11,495	15,550	
26						
27 Excess revenue over expenses	\$11,931	(\$2,233)	\$4,905	\$6,655	\$1,600	

# ASSOCIATION OF PROGRAM COORDINATORS IN RADIOLOGY

Membership Report Total Members: 208  
New Members from August 2023 to March 2024  
Total new members: 29

**Jessica Barnes**  
Penn State Health

**Maria Brashear**  
Texas Tech University Health Sciences Center El Paso

**Erica Brothers**  
UTHealth Houston McGovern Medical School

**Dorothy Brown-Johnson**  
Indiana University School of Medicine

**Luciana Calcano**  
Icahn School of Medicine/ Mount Sinai West

**Kristi Camp**  
the Ohio State University

**Beth Casey**  
Baylor University Medical Center - Dallas

**Anila Dalipi**  
Norwalk Hospital- Nuvancehealth

**Kelly Downey**  
University of Colorado Anschutz Medical Campus

**Geraldine Durka**  
Cleveland Clinic Foundation

**David Fichuo**  
University of Louisville School of Medicine

**Andrea Garbrecht**  
University of Colorado

**Dejunia Giles**  
University of Mississippi Medical Center

**Vanessa Glotzbach**  
Hoag Memorial Hospital Presbyterian

**Mariana Gonzalez**  
UC Health

**Kristin Hastings**  
University of Colorado

**Karen Hyde**  
University of Virginia

**Jared Katz**  
Cedar Sinai

**Angeli Kumar**  
UCLA Health

**Nicole Larm**  
UNMC

**Zudith Maduro**  
Icahn School of Medicine at Mount Sinai

**Jessica Meyers**  
University of Michigan

**Veronika Salas**  
University of Chicago

**Liz Sievers**  
University of Cincinnati

**Lisa Taylor**  
Mallinckrodt Institute

**Amber Thoma**  
University of Iowa Hospitals & Clinics

**Jean Tilley**  
University of Colorado

**Mohammad Yassin**  
University of Chicago

**Anna Zheng**  
UCSF

APCR Events at AUR

DATE	TIME	NAME OF EVENT	LOCATION
Monday, April 1st	5:30 PM – 6:00 PM	Member Meet and Greet Fun Social Activity: Speed Mentoring By our Professional Development Committee	Provincetown (Fourth Floor)
	6:00 PM – 7:00 PM	Welcome Reception Meeting w/ Board Members and Presidents	Provincetown (Fourth Floor)
Tuesday, April 2nd	7:00 AM – 8:00 AM	Roundtable Problem Solving for Effective Outcomes	Salon F-G (Fourth Floor)
	9:45 AM – 10:45 AM	Navigating the Healthcare System as a Program Coordinator	Wellesley (Third Floor)
	11:00 AM – 12:00 PM	ABR Update	Salon A-E (Fourth Floor)
	12:15 PM – 1:15 PM	APCR Board of Directors Meeting ( <b>CLOSED SESSION</b> )	Berkeley (Third Floor)
	1:15 PM – 2:30 PM	APCR Member Meeting 1	Tremont (First Floor)
	4:00 PM – 5:30 PM	APCR Committee Meetings	Arlington (Third Floor)
	4 – 4:30PM	Archive, Electronics Communication,IR Programs, Professional Development, and Membership Committee	Arlington (Third Floor)
	4:30 – 5PM	Awards, Mentorship, Scholarship, and Survey Committee	Arlington (Third Floor)
	5 – 5:30PM	Fellowship, Wellness, and Special Events Committee	Arlington (Third Floor)
	6:30 PM – 7:30 PM	Social Event Night at Kings Bowling 50 Dalton St, Boston, MA 02115	Location and Meeting Time will be announced at our APCR Member Meeting 1
Wednesday, April 3rd	7:00 AM – 8:00 AM	APDR/ACR RadExam Meeting Update on current and planned changes to RadExam and current statistics for Program Directors and Coordinators.	Vermont (Fifth Floor)
	9:45 AM – 10:45 AM	The AAMC & Thalamus Strategic Collaboration: Progress to Date and Future Plans	Wellesley (Third Floor)

	11:15 AM – 12:15 PM	Adaptation! A Conversation Managing Transitions: Oral Boards, Recruitment (Holistic Review)	Salon A-E (Fourth Floor)
	12:30 pm – 1:30 pm	APCR Lunch	Arlington (Third Floor)
	3:00 PM – 4:00 PM	RRC Update	Salon A-E (Fourth Floor)
Thursday, April 4th	7:00 AM – 8:00 AM	APCR Hot Topics	Salon F-G (Fourth Floor)
	8:00 AM – 9:30 AM	APCR Member Meeting 2	Tremont (First Floor)
	9:45 AM – 10:45 AM	Hot Topics: Match Update, Toolbox update, Survey Report	Salon A-E (Fourth Floor)
	11:15 AM – 12:15 PM	ACGME Update	Salon H-K (Fourth Floor)
	2:00 PM – 3:30 PM	Problem Solving Roundtable for Residents, Program Directors, Coordinators, and Chairs	Salon A-E (Fourth Floor)
Friday, April 5th	9:30 AM – 10:30 AM	IR and ESIR Challenges and Solutions	Salon A-E (Fourth Floor)
	11:00 AM – 11:30 AM	ACR - Updates and Announcements	Salon A-E (Fourth Floor)
	11:30 AM – 12:00 PM	**FeedBack Friday** Melinda/Angela/Amanda Welcome & Survey Results Discussion	Salon A-E (Fourth Floor)