

SDSRT Fall Board Meeting

Saturday, October 3, 2015

Kimball, South Dakota

- I. Call meeting to order
 - a. Megan Gilbertson called meeting to order at 8:46 AM
- II. Financial Report
 - a. Chad Borns gave financial update
 - i. SDSRT Checking account has \$37,607.04
 - ii. Purchased insurance policy for SDSRT with an annual cost of \$642
 - 1. Insurance covers directors and officers insurance, liability insurance and bonding insurance
 - 2. Chad was advised by the ASRT to keep bonding insurance even though we have two types of bonding insurance
 - iii. Budget
 - 1. Chad added ASRT revenue, SDSRT was awarded \$2,000
 - 2. The board discussed possible investment options, Ben Davis offered to set it up, all agreed we will discuss topic on the Winter Board Meeting Agenda
- III. Secretary Report - Whitney Bartels
 - a. All board members approved 2015 Post-Convention Board Meeting Minutes
 - b. Board discussed updating monthly newsletter format
 - i. Ben Davis will send Whitney Bartels a graph to place in November Newsletter about technologists in South Dakota for Rad. Tech. Week
 - ii. Matt Berry will look into new templates for newsletters
- IV. Old business
 - a. Release form for publishing Paper/Projects - Matt Berry
 - i. Hard copies of the new release forms were given to all board members, all approved
 - 1. Judges will now have these as part of their judging packets and they will also be available on sdsrt.org
 - 2. Jessica Sharping will send out new release forms to all radiology program instructors
 - 3. Changing the format to AMA for student papers was discussed and agreed upon by all board members
 - a. Jessica will send out an e-mail ASAP to all radiology program instructors about this as well
 - 4. Setting a page limit for student papers was discussed, topic will be brought up at the 2016 Educators Meeting at the 2016 State Conference in Deadwood for the instructors to vote on

- a. Instructors will also be asked to sign a list as to who along with themselves receives e-mails from the SDSRT
- b. Lanyards for 1st year students
 - i. 100 were ordered for the first order, Megan still has some left to use
 - ii. Will give the rest to current first year students
 - iii. Board discussed purchasing retractable badge clips next time
- c. Schedule of schools for assisting sergeant of arms
 - i. Board discussed setting up rotating schedule for schools
 - i. 2015 conference will be held in Deadwood, so Rapid City will start with that revolving schedule
 - ii. Conference chairperson is responsible for contacting school that is to be helping that year for conference
 - iii. Kevin Lawrence will add in an electronic format for this information so the conference chairperson will know about it
- d. Meaningful use update
 - i. Technologists are now considered licensed professionals in SD and will be covered under meaningful use requirements
 - ii. A letter on behalf of SDSRT Legislative Committee was written regarding this meaningful use update and will be posted in October Newsletter

V. New business

- a. ASRT Affiliate Financial Program - Ben Davis
 - i. Ben gave board members all a copy of the Insurance Policy and Information packet
 - 1. The board went through page by page and made changes, final draft with the new changes made will be sent out for approval of board by Ben
 - 2. Approval and revision of the Insurance Policy prior to the end of each fiscal year will be done by the board at the Fall Board Meetings and will be reflected on the meeting minutes
 - ii. Ben gave all board members a copy of Financial Policy packet
 - 1. Adding another name to the SDSRT bank account was discussed in case something were to happen to the current Treasurer, Chad Borns said he would look into whose name is all currently on the account
 - 2. The board went through page by page and made changes, final draft with the new changes made will be sent out for approval of board by Ben
 - 3. Board policy will be revised to include the electronic documents
 - 4. Financial and Insurance Policy will be a duty of the Treasurer

5. Approval and revision of the Financial Policy prior to the end of each fiscal year will be done by the board at the Fall Board Meetings and meeting minutes will reflect the changes
6. Kevin Lawrence made a motion to have two board members review the Policies and Procedures Manual and make any revisions needed due to the new information added
 - a. Matt Berry seconded and board members vote in favor, motion was passed
 - b. Megan, Ben, and Kevin offered to do this task and have done by Winter Board Meeting, with any revisions to be approved by the board

VI. Short recess was taken at 11:07AM

VII. Meeting proceeded at 11:21AM

VIII. New business continued

- a. Gift Guidelines
 - i. Kevin and Ben will come up with Gift Guidelines Policy and will present at Winter Board Meeting for approval
- b. Upcoming Election, review the ballots
 - i. Vice President: Shawn Bootsma and Nan Bradeen
 - ii. Secretary: Ashley Dillman
 - iii. President Elec: Becky Wilkening and Susan Pritchard
 - iv. ASRT Delegate: Tracy Iversen and Megan Gilbertson
 - v. When Jenna Vavra sends out bio forms to nominees she will have them send her a current copy of their renewal ASRT to ensure membership
- c. Stipend for alternate ASRT delegate
 - i. Megan suggested small stipend for alternate ASRT delegate when going to national convention from SDSRT
 - ii. Kevin made a motion that the SDSRT matches the stipend that the ASRT delegate gets from ASRT for the alternate ASRT delegate to attend the Annual House of Delegates Meeting
 1. Ben seconded and all board members voted in favor, motion passes
- d. Meaningful Use
 - i. A meeting with Ann Bell-Pheifer in Fargo, North Dakota is set for October 23, 2015
 - ii. Board plans to get all facts and figures in place after meeting with Ann before we meet with SDAHO

IX. Adjournment

- a. All open discussions will be tabled for the Winter Board Meeting
- b. Meeting adjourned at 12:14 By Megan Gilbertson

Minutes submitted by Whitney Bartels SDSRT Secretary