

HTMA-SC Meeting Minutes



Project Name	HTMA-SC Board Meeting	President	Andrew Stiles
Purpose	Board updates and discussion	Vice President	Dan Paladino
Date/Time	January 3, 2018 / 12:00 to 1:00 PM	Treasurer	Mary Coker
Location	Teleconference	Secretary	Howard Scarver
Conference/Web Number		Corporate Liaison	Pat Lynch
Attendees Present	Dan Paladino Nathan Tucker Patrick Lynch Joe Howe Howard Scarver Mary Coker		

Minutes

Topic	Desired Outcomes	Facilitator	Minutes
Financial	Updates	Mary C.	Account balance \$7,774.70. Monthly obligation for Wild Apricot (website) \$130.00; recommendation to inquire about annual payment to save money over monthly.
Training	Company partnership	Andrew S.	Open item, in discussion with Companies to bring 4-8 hour training sessions at reduced rates. No update.
Community Service	Giving back to the HTMA community	Andrew S. Pat L.	Discussion to donate to who and how much to organizations who are making a difference in our profession. The board approve the donation to www.mymeta.org and https://makehtmgreatagain.wildapricot.org/ . Dan will send out to board an email with voting button for the amount.
Policy Manual review	Update	Howard S.	No update
Scholarships	Opportunities for improvement	Andrew S. Pat L.	Discussion to fund scholarship. Scholarship for CBET or entry level applicant. Discussion to determine which will enhance the career field. Schedule time with Pat for discussion.
Recruitment	Increase HTMA numbers		No update

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Vendor Sign up form	Update form	Pat L. Andrew S.	Revise on-line form. Schedule time with Pat for discussion
	Old business		
	New business	Open Discussion	<ol style="list-style-type: none"> 1. Open discussion about educational subjects for the upcoming Symposium, adding a second day for vendor training (i.e., Verathon, Covidien, or GMI Ultrasound training). 2. How to receive credit through AAMI for CEU credits for training provided during open session during the Symposium. Need to check online for AAMI application for the criteria for preapprove program. 3. Initiate twice a month board meeting leading up to the Symposium. Starting in February first and third Wednesday 4. Need to nail down Symposium training sessions. Work with Jan to populate Apricot website for time

Action Items

Who	What	When	Progress
<i>Person Responsible</i>	<i>What was discussed</i>	<i>Completion date</i>	<i>Ongoing/Completed</i>
Howard S.	Policy manual revision		ongoing
Pat L	Vendor sign up form revision		ongoing
Andrew S.	Types of scholarship and who will fund		ongoing
Career Day subcommittee Mary, Pat, Nathan and Paul	Toolkit for career days		Ongoing
Andrew S.	Open item, in discussion with Companies to bring 4-8 hour training sessions at reduced rates.		Ongoing

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