

HTMA-SC Meeting Minutes



Project Name	HTMA-SC Board Meeting	President	Andrew Stiles
Purpose	Board updates and discussion	Vice President	Dan Paladino
Date/Time	February 7, 2018 / 12:00 to 12:40 PM	Treasurer	Mary Coker
Location	Teleconference	Secretary	Howard Scarver
Conference/Web Number		Corporate Liaison	Pat Lynch
Attendees Present	Andrew Stiles Joe Howe Justin Miller Benjamin Archambault 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	Dan P.	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.	The board approved the donations of \$500 to both organizations www.mymeta.org and https://makehtmgreatagain.wildapricot.org/ , via email voting. Since these organizations are non-profit, need to apply for non-profit status and determine the paperwork trail when donation are made.
Policy Manual review	Update	Howard S.	No update
Scholarships	Opportunities for improvement	Andrew S. Pat L.	The new vendor registration form have a spot for company to donate \$300.00 to sponsor a CBET scholarship. The winner and sponsor will be announce on HTM-SC websites.
Recruitment	Increase HTMA numbers		This spot is a placeholder for discussion on ways to increase the HTM profession. Will follow up with Pat on the conversation.

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Vendor Sign up form	Update form	Pat L. Andrew S.	Revise on-line form. Schedule time with Pat for discussion. No update
Training CEU for training at the convention	Information on what is needed to award CEUs	Mary C.	<ol style="list-style-type: none"> 1. 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.
	Old business		<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. Initiate twice a month board meeting leading up to the Symposium. Starting in February, first and third Wednesday. 3. Need to nail down Symposium training sessions. Work with Jan to populate Apricot website for time
	New business	Open Discussion	Board Dinner motion and approved to include plus one and designated guests

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	2/07/18	Completed
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