

**Upstate New York Chapter AAPM  
Business Meeting Minutes  
October 24, 2003**

<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION/FOLLOW UP</b>
<b>Approval of Previous Meeting's Minutes</b>	Minutes were accepted and approved	
<b>1. Updating of Memberships, Mailing Lists, Email Lists</b>	Kenneth Hoffmann, chapter Secretary-Treasurer updated the old list and continues to attempt to attract new members	
<b>a. Membership Levels</b>	<p>a. The Executive Committee would like to offer various membership levels such as</p> <ol style="list-style-type: none"> <li>1. student members (dues waived)</li> <li>2. full</li> <li>3. Corporate</li> <li>4. Emeritus</li> </ol> <p>The annual dues cover the calendar membership from January to December</p>	a. The Committee will revisit the possibility of offering various membership levels and implement them accordingly
<b>2. Chapter Website</b>	A draft website has been implemented by Harish Malhotra from RPCI. The website will host chapter current events, Bylaws, names of the executive committee members, and contact information.	Harish will contact the AAPM to inquire if they will host our site
<b>3. Recruitment of New Members Within Our Jurisdiction</b>	Colleagues from Southern Ontario were approached for possible membership to this chapter. There were no official memberships made with this group to date.	Ken or Matt will approach the Canadian group again and offer their first year membership with this chapter free of charge.

<p><b>4. Formation of Chapter Committees and Other Official Posts</b></p>	<p>Matt Podgorsak discussed the possibility of forming a Membership Committee to review all chapter membership applications to ensure the applicant has met appropriate criterion for membership.</p>	<p>Matt will appoint 1 person to assume this task.</p>
<p><b>5. Enforcement of Dues Payment in a Timely Fashion</b></p>	<p>The possibility of linking our dues notice with the AAPM website for electronic notification and payment was discussed. It was decided that this option was not worth the cost incurred. A total of \$700.00 was received by the chapter for dues this year.</p>	<p>The membership Committee of the chapter will send all members an electronic notice for dues in December. If by the first of February the payment is not received, the member will receive an electronic second notice. If the payment is not received by March 1<sup>st</sup>, the individual will be given “Non-Active” member status.</p>
<p><b>6. Review and Submission to AAPM Headquarters of Chapter Bylaws</b></p>	<p>The Executive Committee will ensure that our Bylaws are consistent with the Bylaws of other chapters. A current copy of the Bylaws is on the chapter website.</p>	<p>The Executive Committee will review the current Bylaws and make appropriate changes for submission to the AAPM.</p>
<p><b>7. Need Nominees for President and President - Elect</b></p>	<p>Matt Podgorsak approached a few individuals and also inquired with potential candidates electronically. None of the contacted individuals expressed interest in running for office at this time.</p>	<p>Kent Ogden from SUNY Upstate will inquire if there is any interest for these positions at his facility. He will communicate with Matt Podgorsak.</p>
<p><b>8. Spring 2004 Meeting Location</b></p>	<p>The discussion opened to the possibility of holding the Spring meeting in the Albany area. Steve Rudin was concerned that the Buffalo members would not travel the distance to Albany for a meeting.</p>	<p>The Committee decided that Rochester would be the best centralized location to hold the Spring meeting. The Present of the UNY HPS will be contacted to inquire the possibility of a joint Spring meeting. <i>(Post Committee meeting, both chapters agreed to a Joint Meeting to be held at the Eastman Kodak Riverwood facility in</i></p>

		<i>Henrietta [Rochester], New York on May 14, 2004.</i>
<b>9. Other Business</b>	<p>1. Steve Rudin discussed the National AAPM Board Representatives meeting</p> <p>2. The Committee discussed the newly implemented New York State Licensure for Medical Physicists and whether or not it is the chapter's responsibility to ensure that our eligible members have obtained licensure.</p> <p>3. Debra Koch discussed the Treasurer's report (attached). A notable change for 2003: our checking account was changed to a savings account. We currently have 36 paid members.</p>	<p>2. Licensure status is currently not inquired during routine facility inspections performed by the DOH. Possibly on our chapter's membership applications or renewal application we can have a section pertaining to the individual's licensure status.</p>
<b>Meeting adjourned 11:23 am</b>		

Respectfully Submitted,

Debra A. Koch, MS for Kenneth Hoffmann, Ph.D, Secretary/Treasurer