

**DATE:** January 7, 2017**TIME:** 10:00 am**LOCATION:** Teleconference only

NCUS Board of Directors Meeting Minutes

MEETING CALLED BY: Mike Foster**MINUTES TAKEN BY:** Rhonda Thomas**FACILITATOR:** Laura Currie

ATTENDEES PRESENT BY TELECONFERENCE

Devon Allred	Michelle Dail	Dr. John Cotton	Mike Foster
Chris Mann	Bridget Niemeyer	Mark Schubring	Diana Strickland
Rhonda Thomas	Amber McCraw	Amy Safrit	Marta Thorup
Christy Webster	David Wood	Laura Currie	

ATTENDEES ABSENT:

Dara Garces	Hudson Johnson-O'Keefe	Jeff Jewell	Brian Kilpatrick
Dena Smith			

Approval of Minutes | Presented by: Rhonda Thomas

Discussion: Motion was made by Mike Foster to approve the minutes, Marta Thorup seconded, all in favor.

Conclusion: Motion passed

UNFINISHED BUSINESS | Presented by: Mike Foster

Location for Spring 2019

Discussion: Future meeting locations: 2019 Spring location: proposal received from Concord Embassy Suites

Conclusion: No objections from the Board. 2019 Spring will be at Concord Embassy Suites

ACTIONS

Notify Concord by email of Boards decision

ACTION TO BE TAKEN BY

Laura send contract to Mike

DATE TO BE ACTIONED BY

Jan 15th

Contract needs to be signed

Laura

Jan 11th

NEW BUSINESS | Presented by: Mike Foster

BOD Member resignation

Discussion: Dr. Summers resigned effective 11/28/16 but will be happy to assist with future lectures.

Discussion about filled vacancy.

Conclusion: Bylaws state vacancy will be filled by appointment until next election. Since we are in our election process now, vacancy will be filled by this next election.

ACTIONS

Vacancy to be filled during this election

ACTION TO BE TAKEN BY

Devon Allred

DATE TO BE ACTIONED BY

After elections

Newsletter Editor office needs to be filled

Discussion: Hudson has resigned as newsletter editor effective immediately. New Editor needs to be in place before the Spring Newsletter publication in April of 2-17

Conclusion: Marta suggested this be tabled until Spring BOD meeting when new Board members are in place

ACTIONS

Newletter Editor will be elected at March BOD meeting

ACTION TO BE TAKEN BY

Christy Webster

DATE TO BE ACTIONED BY

March 17, 2017

New options for CME offerings

Discussion: Mike discussed Regional Meetings. Consider sponsors to cover cost of room and food. Get speakers on specific topics. Have attendees present a case with discussion. Mike indicated that meetings would be held weekday evenings.

Another option would be for one speaker such as Dr. Cotton, to talk about a specific topic several times a year and could coordinate a meeting. Invite local techs for the evening. Laura indicated CME cost would vary based on a single (\pm \$160) vs. multi-offering, (\pm \$320). Laura arranged this type of meeting in the past in Raleigh. and it worked well.

Conclusion: Mike would like to do a trial run and come back on the board and see how it works.. \$5.00 per credit hour but you pay a \$300 base conference and then \$5 per credit.

ACTIONS

Look into the region meetings and report to Board

ACTION TO BE TAKEN BY

Mike Foster

DATE TO BE ACTIONED BY

March 17, 2017

Webinar CME Offerings on the web site

Discussion: Teleconferencing options discussed. Diana suggested a Webinar and you dial in and then it is available on the website for a certain period.

Recorded video tips on our web site were also discussed. GulfCoast Ultrasound does this, called Hot Tips

Conclusion: Consider local person to do the webinar and local people to be available for discussion

ACTIONS

Move to Unfinished Business for later discussion

ACTION TO BE TAKEN BY

Laura

DATE TO BE ACTIONED BY

March 17, 17

Committees need to prepare for Symposium using Duties Comparisons on Google Drive

Discussion: Please take time to look at the Duties Comparison Table on Google Drive. Take time to look your committees and see what your specific duties are. This will help everyone to be ready at the meeting. Tables show the responsibilities of the chairman and committee members, Board Members and Central Office

Conclusion:

ACTIONS	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED BY
ALL BOD Members need to refer to Committee folders for Duties Comparison charts for their committees so everyone will be prepared for the Spring Symposium	All BOD Members	Check charts now and prior to meeting to finalize all steps.

Spring Meeting additional session on Friday, thus BOD meeting will need to begin earlier on 3/17/17

Discussion: Mike has planned a Heart Dissection meeting Friday afternoon from 12:00 – 4:00 (4 hours- 2 CME credits) and would like to be able to assist with session. He will have actual heart there for dissection with a partner for 20 participants. Mark asked about view only. Mike will think about it and let us know. Mike is covering the cost for the hearts and the meeting. Cost for sonographers is \$40.00.

Conclusion: BOD Meeting to begin at 11:00

ACTIONS	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED BY
BOD Meeting will begin at 11:00 am	All BOD Members	March 17, 2017
Educators Meeting will be held at 2:00 pm following BOD meeting	Amber McCraw to notify Educators	February 15 th , 2017

Spring Symposium Vendor Reception planned for 3/18/17 after lectures end

Discussion: Vendor reception Saturday evening - with finger food and 1 drink coupon. Raffle prizes with door prizes. Cristy said that she had talked with Phillips about attending meeting. Laura commented that the vendors could only sponsor an educational event.

Conclusion: We need to see if they will sponsor the Quiz Bowl - cake, chips, beverages.

ACTIONS	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED BY
Contact vendors about sponsoring Quiz Bowl	Christy offered to speak with vendor	Feb 1, 17
All BOD Members encouraged to find door prizes	All BOD Members	March 17, 17

COMMITTEE REPORTS

FINANCE COMMITTEE | Presented by: Dr. John Cotton

Discussion: Dr. Cotton reported that we made a profit at the Fall meeting and that we were in good shape financially.

Conclusion: We have about \$40,000.00 in a Money Market account

ACTIONS

None required

ACTION TO BE TAKEN BY

DATE TO BE ACTIONED BY

SYMPOSIUM COMMITTEE: FALL MEETING | Presented by: Cristy Webster

Discussion: Fall Symposium was very successful. Turnout was 50 people. Venue was great.

Conclusion: Discussion about the need for a Fall Meeting. Dr. Cotton asked about the areas the sonographers came from. We are committed to the Friday Center and we can discuss a need for the meeting and possibly to take a year off. Diana asked about a survey and said she would put some questions together. Marta commented about the need for the Fall meeting and that we should not lose our presence/exposure.

ACTIONS

Survey members about possible changes to format of Fall Symposium

ACTION TO BE TAKEN BY

Diana to send survey questions to Laura

DATE TO BE ACTIONED BY

February 15th

Determine areas of attendees at Fall Symposium

Laura

March 17th

SYMPOSIUM COMMITTEE: SPRING MEETING | Presented by: Mike Foster

Discussion: Almost ready for the conference. He still needs several speakers. Mike is going to do a lecture. Laura said that we had 2 openings for lectures. He has sent out emails but it needs to be to Laura this week.

Conclusion: Bridget said that she would talk to one of the OB speakers. She will talk to her on Tuesday and let Laura know this week.

Discussion: Cristy mentioned Dr. Kisslo had already committed to Keynote lecture for 2018 Spring meeting (Myrtle Beach) Laura commented that the venue does not have a room large enough for the whole group to be together for Keynote speaker.

Conclusion: Mike and Cristy will contact the venue to discuss options for Keynote. (consider a lunch lecture)

ACTIONS

Bridget to talk with OB speaker

ACTION TO BE TAKEN BY

Bridget Niemeyer

DATE TO BE ACTIONED BY

Jan. 9, 17

Mike Foster to wrap up speaker roster by mid-week so application for credits can be made and registration opened

Mike Foster

January 11, 2017

NOMINATING COMMITTEE | Presented by: Devon Allred

Discussion: Three BOD terms expiring this year. Dr. Summers resigned on 11/28 and her vacancy will be filled by the upcoming elections, leaving 4 seats to be filled. Chris Mann and Mark Schubring are retiring from the BOD. Diana Strickland running again and 12 new nominees.

Conclusion: Devon will finalize nominees and coordinate with Laura to finalize ballots and elections survey

ACTIONS

Devon to coordinate election survey with Laura

ACTION TO BE TAKEN BY

Devon Allred

DATE TO BE ACTIONED BY

Jan, 31st

New documents need to be forwarded to newly elected BOD members after election [Mike Foster & Laura Currie](#) [March 3rd](#)

MEMBERSHIP COMMITTEE | Presented by: Mike Foster

Discussion: Mike wants to continue to find ways to increase our membership. Mike discussed Regional meetings on a smaller scale. Would like to get the board to visit school programs and let sonographers know about our meeting. Mentee program, Foundation, CME's, going over a case or 2 helps to engage with the sonographers.

Conclusion: Mike will work on a plan to bring to the Board

ACTIONS	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED BY
Develop plan for Regional meetings	Mike Foster	3/17/17

EDUCATION COMMITTEE | Presented by: Amber McCraw

Discussion: Changes with our mentees - we had 3 and lost 2. Emily will still be serving until she graduates in May. The program directors have been notified about getting the nominees to us. The deadline is March 1st. Amber reminded us that you do not have to be an educator, only a Board Member to be a mentor.

Conclusion: In the future, if a Mentee will not be able to continue for any reason, an email could be sent saying that "name" is no longer a mentee

ACTIONS	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED BY
Nominees for Mentee will be collected by Amber [Action Topic Here]	Amber McCraw	March 1

COMMUNICATIONS COMMITTEE | Presented by: Marta Thorup

Discussion: Nothing to report. Keeping up with Facebook. Please continue to send article. Winter Newsletter is posted.

Conclusion: Diana will submit an article about reimbursement

ACTIONS	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED BY
Articles to Newsletter Editor	BOD members	March 17, 2017
Article on reimbursement	Diana Strickland	March 17, 2017

BYLAWS/POLICIES & PROCEDURES COMMITTEE | Presented by: Chris Mann

Discussion: Nothing to report

Conclusion: None

ACTIONS	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED BY
N/A		

NCUS FOUNDATION COMMITTEE | Presented by:

Discussion: We have \$2000.00. Deadline has been changed to January 15th. The deadline was changed because of the Holidays. They have to be a NCUS member.

Conclusion: Recipient to be determined

ACTIONS

Choose Foundation grant recipient

ACTION TO BE TAKEN BY

Marta Thorup

DATE TO BE ACTIONED BY

January 15, 2017

STUDENT COMPETITIONS COMMITTEE | Presented by: Chris Mann

Discussion: Online submission working better. Laura gets these. They will be in the committee folder. 10 minute rounds. Bridgette has questions ready. She is working to get these in the Quiz Bowl format. When applications come in the table will be set up with electricity.

Conclusion: Quiz Bowl games are being finalized. Need to be tested

ACTIONS

Volunteers are needed to assist during QB

QB Boards to be completed

ACTION TO BE TAKEN BY

Chris Mann

Chris Mann, Bridget Niemeyer

DATE TO BE ACTIONED BY

March 17, 17

March 15, 17

WEB SITE COMMITTEE | Presented by: Mike Foster & Mark Schubring

Discussion: Mark reported that the Web page was up to date and no complications. Donate button is on the webpage – Paypal

Mike would like to post congratulations announcement about Cathy Daniels earning her doctorate degree

Conclusion: Web page up-to-date

ACTIONS

Mike will put a SHOUT OUT for Dr. Cathy Daniels on the web site

ACTION TO BE TAKEN BY

Mike Foster

DATE TO BE ACTIONED BY

March 17,17

SONOGRAPHER EXCELLENCE COMMITTEE | Presented by: Rhonda Thomas

Discussion: A winner has been chosen and the name has been given to Laura

Conclusion: Plaque to be presented at Spring meeting

ACTIONS

Laura to order plaque

ACTION TO BE TAKEN BY

Laura Currie

DATE TO BE ACTIONED BY

Feb 1st

LEGISLATIVE WATCH COMMITTEE | Presented by: Mike Foster

Discussion: Planned Parenthood changes may be coming in the future. Otherwise no updates

Conclusion: Will keep up with any updates.

ACTIONS

None needed

ACTION TO BE TAKEN BY

DATE TO BE ACTIONED BY

SECRETARY APPROVAL:

(Signature & Date) _____