

**Louisiana Society of Radiologic Technologists**  
**February 9th, 2024**  
**LSRT Winter Board Meeting-Virtual**

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**In Attendance:** Sarah Barnes, Allison Puente, Caitlan Clark, Angela Cottingham, Megan Wedgeworth, Susie Beasley, Greg Bradley, Kari Cook, Monica Weber, Manny Rodriguez, Heather Koeppe.

**Absent:** Carmen George, Jason Smith, Harold Gaspard, Shenika Bell, Treyton O'Connor, Brittany Smith, Kelli Haynes, Melissa Whitley, Rebecca Hamm, Tammy Curtis, Jessica Despino

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**Meeting called to order:** Meeting called to order on 2.09.2024 @ 9:05am.

**Previous Minutes:** Motion to approve minutes with edits, seconded, all in favor.

**Shout outs:** Dr. Rebecca Hamm "I am the Gold Standard" Finalists, Heather Koeppe featured in the Scanner, Allison has a student that will have their paper published in the ASRT Journal.

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**Reports from Executive Board Appointments**

**Executive Secretary of Membership (Carmen George):** 762, 5 obtained from NRTW special pricing.

Discussion about meeting day choices, doodle poll or set Saturdays.

Has been working with Jessica and mentoring her for the executive secretary of Membership.

**Executive Secretary of Finance (Megan Wedgeworth):** Megan is still going back and forth with Twitty mutual funds. Megan recommends we put it all under Cadence bank so it's easier to get a medallion stamp. But the money is spread out and Megan has not been able to get on the account after providing all the requested information. A gold medallion stamp is a security measure to insure up to \$100,000. Mutual funds are stock market based. Megan suggests we move it to a savings account to make interest without risk of losing.

Heather suggested checking interest rates on CD's. Megan agrees it can be done. Greg states that with CD would be better interest rates.

Heather asks that Megan look at different rates on different terms and we can vote on it at the next meeting.

Megan asks if there is an option to be a sponsor on Member Planet. There is \$300 in the account that says it's for midwinter. Caitlan said there is a link for vendors. It's classified initially but Caitlan said she isn't sure if it's classified on the back end after the purchase.

**Meeting Planner (Caitlan Clark):** Need another speaker by next week to get approved by ASRT for the technologist program. Junior and Senior program completed. Malak will give a presentation for the junior program. Three 50 minute programs for the senior program. Cannot submit for CE approval without all the lectures. Helpers and moderators are still needed for the junior program. Junior program should already be done, but will need to check with Treyton.

Student B moderator, Mrs. Susie Beasley agrees to do it again. Caitlan will need students helping with registrations.

Heather suggests merging tech and senior programs. There are 19 registered techs and that includes us so this may make it easier to find speakers and would reserve speakers for annual.

Sarah suggests making it free for techs since it does not cost us anything extra. After more discussion, we decided to table it and revisit it at the annual meeting.

Heather asks if she can complete forms for approval with the email blast to send out an announcement for the annual conference. Was done by Heather when she was secretary. Allison suggests that we make it a responsibility of someone. Heather will complete it for the annual meeting. Was concluded that the meeting planner will be responsible moving forward and it will be added to the guidelines.

Student B questions in google drive. Handouts were paper copies not digital. Manny said he thinks Shenika had the folder with the handouts. Ally does not see anything on the drive. Rebecca created it. Sarah has a drive from Jaclyn. The questions are on Jaclyn's not Rebecca's. Red beans/rice, salad bar, hamburger, hot dog, pizza \$9 a person.

Moving the tables for seniors and techs to the same hall so vendors can see both. Snacks setup

Lots of door prizes left from last year. Sarah has secured goodie bags. Manny has completed senior program and has everything ready. Will purchase coffee from LSUA.

Heather asks for Caitlan to have a table setup for the t-shirts that were purchased online. Maybe it shouldn't be on the registration table during registration so it isn't confused. Megan said the table is free after students get their badges. Caitlan said we can do it during designated break time.

Manny asks if there is a script for introducing speakers. Caitlan says yes and she will send it to him.

Annual- lecture requests for speakers are open. We have a few who are doing podcasts. It will be in Shreveport. "Betting on brilliance in Radiology" or "Betting on excellence in Radiology" with a casino theme. Caitlan asks if we know students who would like to develop a logo. When do you need the artwork, Heather asks? By the end of April, says Caitlan. Would like to have the program out by May. JRCERT, ARRT, ASRT, alternate every 3 years but JRCERT cannot do it this year. Sarah said she will reach out to ASRT. Ally and Greg discuss that the organization will not pay for a representative to be there when it's not their year. But she will ask.

Will ask Trey about getting Daniel DeMaio for quiz bowl moderator.

Upcoming meetings 2025- Do we want to stay at LSUA for midwinter? Annual in Lafayette?

Director of Publications (Greg Bradley): Focal spot monitor was published on lsrt.net. Email announcement sent to all members stating the issue was available. March 15th deadline, needs information to publish since registration starts early. Greg makes monthly and bi-monthly updates on lsrt.net. Look over positions again to ensure there aren't any duplicates in the manual.

Greg asks permission to post a link to t-shirt and send out email through member planet. Ally asks if there used to be 2 different documents for by-laws. One with guidelines and one for by-laws. She only sees one. Greg said he will look after the meeting. The document in there looks like it merged the 2. There were security issues linking the items at one point and that may be why it was done that way.

Manny asks about an announcement for the SLDP delegates. It is posted by ASRT introducing them and he was wondering when it would be published in focal spot. Greg says he publishes what is sent in and doesn't have anything to do with that. Manny asked what the deadline was to get it published. Heather said it takes a while for ASRT to make an official announcement of the SLDP members. Greg said we can put it on our LSRT website as well.

Ally said it can be added to the guidelines for LERS chair to make sure it is done each year.

### **Reports from Elected Board**

**Chairman of the Board (Allison Puente):** Continuing to monitor the La Register and the LSBME agendas. Have not received any more invites. May not be follow-up meetings. PRT guidelines are being written up without any communication. Our LSRTBE attorney is working with their attorney. Ally suggests Sarah could reach out to Dr. Terry and offer our assistance with developing guidelines.

Heather and Sarah are going as our delegates.

Jessica's position is official and she will be moving into Carmen's position.

Applied for Affiliate Advocacy Award and informed ASRT.

Will send out information for an appointment meeting at midwinter.

No expenses to report.

**President (Sarah Barnes):** ASRT HOD Delegates and 1 alternate have been approved, Sarah, Heather, and Allison.

Has been working with Caitlan to finalize the plans for Midwinter.

In May ASRT will be hosting a 5K, maybe we could participate via social media.

**President-elect (Mrs. Heather Koepp):** Discussion about exhibits being physical or digital. Suggests keeping it a digital format. Can do like last year with a monitor showing exhibits and post them on Facebook page and website. Will update guidelines for exhibit and can put on a jump drive. Motion made to update guidelines, motion seconded, all in favor.

Ally discusses the option of allowing them to print so it is more easily viewed. But not make it a requirement, only an option. Add a checkbox that also outlines requirements to do such. We will need to discuss who is responsible for displaying, meeting planner and president-elect? Will need a headcount so we know how much room is needed for display space.

We voted to add a T-shirt shop. Had the option to have shipped. Will distribute at midwinter. Online store closes on the 23rd. With the online store it's very simple. They cut checks for what we make after sales. We discussed us being non-profit and selling shirts and it was approved.

Greg suggested including executive board members on emails when making decisions and voting to make things go smoother.

**Vice President (Monica Weber):** Essay guideline rubric looks good. Monica discusses the length of the essays. Discussed shortening them or leaving them the same length. Hard to find judges. Will stick to the current format.

Ally asks if there are some judges. Monica wants to get master's students.

**Recording Secretary (Angela Cottingham):** Merge one drive's, or send my stuff to add to one drive. Resend meeting minutes to Greg. Previous minutes were gathered and links were sent but he did not receive it.

Online/email voting, is there a form? Sarah said yes it's located in the guidelines. **Reports from Committee**

**Historian (Susie Beasley):** Nothing to report. Heather asks about the student of the year award.

Facility award with a plaque or not? Heather said one year we did and it was featured in the focal spot monitor and the next year they didn't get a plaque. The Secretary of membership typically ordered the plaque. Discussed the local chairperson ordering plaques and such from whomever is local or get quotes for awards and pins. Greg said in the past the president was responsible for getting the plaque. Sarah asks if there is a picture of what it looks like. Heather said she will look for a picture of someone with plaque. Greg also says he has pics in the focal spot. Sarah will take care of ordering the one that was missed.

**Legislative Affairs Committee (Harold Gaspard & Jason Smith):** Didn't receive anything.

**Student Affairs Committee (Treyton O'Connor & Shenika Bell):** Student B 1st, 2nd, & 3rd. Shirts for awards, or tumblers, so we don't have to worry about size. Ally asks if we are bringing some extra shirts to share. Heather said she can order extra of the most popular shirt and size. Will need a tax ID number since we're nonprofit and will be exempt from tax.

Megan asks if we should set up a venmo to avoid using member planet and being charged. After discussion we decided on 10-20 short sleeve shirts and set up a cash app or venmo.

Need to help Trey fill that hour 2:30-3:30. May need to all be on call with he and Caitlan since we'll be helping and need everyone to be on the same page. Should we have another activity or lecture? Need to vote on the student council. Could put that on for the opening. But we will need outgoing seniors to be in the meeting. Greg said it's just the officers that would be missing a portion of the lecture so it would be ok.

The moderator and judges had binders with questions for student B.

**Nomination & Credentialing Committee (Kari Cook):** Kari posted a link calling out for nominations. Greg said she may have to ask current members if they plan to continue serving first, then look for someone if there are no nominees.

Heather will need to appoint someone to replace Kari, she is stepping down.

### **Reports from Councils**

**LEERS (Manny Rodriguez):** SLDP applications went smooth. The letter of recommendation from program directors was not consistent so Manny used the essay portion and only used the recommendations in the event there was a tie since the letters of recommendation were more a judge of the program director. Should include guideline or format or not use letter of recommendation. Heather said she can provide a reference form that they use to help develop a consistent format to include relevant information.

Manny asks if he needs to send out the new guidelines to program directors or just the board. Greg says it should be sent out to program directors to disperse to faculty.

Manny is still looking for a speaker for the annual conference. The SLDP program is not complete. He wants to discuss ideas for the SLDP program. Has 3 questions he'd like to survey students and then have SLDP address those problems or 3 concerns.

Can create survey monkey or google form with QR code to scan at midwinter and then use the feedback to guide SLDP program at annual conference.

Sarah asks about Brittany posting things for LEERS.

Will each program send in questions for the quiz bowl? We discussed complaints from the last quiz bowl about questions and formatting. Decided to leave it to the moderator and allow them to bring their own questions to accommodate them.

Awards were previously given in frames for students and purchased by LSRT. Ally and Caitlan had done folders with certificates last year. Manny can decide how he wants to present SLDP certificates. Sarah has LSRT folders for certificates.

**Student Council (Karissa Hoyt):** Karissa expresses interest in participating and helping with moderating for midwinter. Sarah says she could use more directions.

Ally also suggests sending all 4 representatives the survey Manny is wanting to do for SLDP.

### **Reports from Task Forces**

**Advocacy Task Force (Kelli Haynes):** Kelli was not present. Ally, Heather, and Sarah have been addressing upcoming concerns of PRTs.

**Social Media Task Force (Jessica Despino):** Nothing to report.

**Regional Community Outreach Task Force (Tammy Curtis):** Donation drive during Midwinter - Hope and Faith House. Plan to participate in ASRT's 5k when more information from the ASRT is shared.

## **Unfinished Business**

**Electronic voting:** Use electronic runner, is what we voted on and the President-elect will be responsible since they're a neutral party. Will set up a voting platform and enter names.

Heather asks how to do it or what to do. Sarah asks Megan if we've purchased yet. Will purchase and Sarah will help Heather get it setup.

**Awards and Pins:** Sarah will get the facility award done. And whomever is local can do the awards. Can discuss with Caitlan and reach out to local places for quotes.

Need to order more pins for lifetime membership. Have one left and can use it to create a digital template.

Can award students t-shirts for competition. Can look at and decide closer to time when we know how many we have. For essays and exhibits.

**Social media takeover:** Will continue doing.

**SLDP Selections:** A rep for each school instead of regional. Can select representatives without being present at meetings. The only thing that will be voted on is chair or vice chair. Can do a video stating why they want to hold the position.

**Strategic Plan:** Keep looking it over. Heather said it will take a lot of surveys to gather the data required for the strategic plan as is. Sarah asks should we condense it? Can look at updating it. Sarah, Heather, and Monica can meet to update or create a new strategic plan. Ally says it was provided by Rebecca and can be changed by whomever is president. Heather said it seems more like an assessment plan than a strategic plan.

## **New Business**

**LSRT position statement option 1 & 2: Where do we want to put it? Ally says put on the website. Motion made to put option 2 position statement on the website and add link on social media pages to webpage, motion seconded, all in favor.**

**LSRTBE received a statement that LSRT is asking that LXMO be licensed under the LSRTBE and be required to take the ARRT certification exam.**

**Sarah said we need to find out more about the guardrails and try to get more information.**

**No unfinished business to discuss.**

**Doodle poll already sent out for the next meeting in late April. Reminder to submit focal spot items to Greg and submit reports prior to meetings.**

**Motion made to end the meeting, motion seconded, all in favor.**

**Adjournment @ 12:04 pm on 2-9-2024; next 2 meetings in person.**