



Wisconsin Radiological Society Board of Directors Meeting

Friday, April 21, 2006 – 6:00pm Dinner, 7:00pm Meeting
Radisson Hotel, N14, W24140 Tower Place, Pewaukee, Wisconsin

Call to order: Paul Larson, MD, FACR, President, Gregg A. Bogost, MD, President Elect; M. Kristin Thorsen, MD, Vice President; Lynn S. Broderick, MD, FACR, Secretary/Treasurer; Gerald M. Mulligan, MD, FACR; Cameron F. Roberts, MD, FACR; Patrick A. Turski, MD, FACR (on phone), Board of Censors; Lonnie D. Simmons, MD, (on phone) Councilor; Sara Arnold, MD, Timothy Andrew Bernauer, MD, Michael A. Braun, MD, Timothy Andrew Crummy, MD, William J. Pao, MD, Timothy Lee Swan, MD, Directors-At-Large; Joseph J. Budovec, MD, Resident Section; Jane A. Svinicki, CAE, Executive Director.

1.0 President's Report – Dr. Larson: Dr. Larson said that when he took the Presidency last fall he had three goals which have been accomplished:

1. Improve the management of WRS and the performance of the Executive Director.
2. Move the annual meeting to Spring to be consistent with the ACR.
3. Establish a Resident Section.

The major activity since the last meeting was the selection and transition to a new management firm. The Executive Committee discussed the need to change management after the Fall meeting. Dr. Larson and members of the Executive Committee notified Mike Herzog in person of his termination. ACR offered assistance in the transition process. Dr. Bogost managed the request for proposal and interview process for the bidding firms. After interviews and contact with references, Svinicki Association Management, Inc. of Milwaukee was selected. Jane A. Svinicki, CAE will serve as Executive Director with the assistance of Jen Hallett, Account Coordinator.

Other activities: WRS provided a grant of \$500 to the Wisconsin Medical Society Foundation for two meetings with students, and at University of Wisconsin and the other at Medical College of Wisconsin. Dr. Larson attended one of the events and suggested WRS continue to support them. He said it was appropriate for one or two radiologists to attend. He said he would attend again if his schedule permitted it.

Member participation at the state meeting is still low. Dr. Larson will continue to promote attendance and participation of Wisconsin members both in state and at the ACR. He also believes the WRS should consider additional political events such as the J. Sensenbrenner fundraiser which was conducted last fall.

2.0 Financial Report: Dr. Broderick and J. Svinicki presented the financial report. J. Svinicki said she had received the bank statements for 2005 and reconciled the account forward to March 31, 2006. She has not received any statements for the Park Bank account. The year-end 2005 financials and the year to date 2006 financials were distributed to the Board in advance of the Board meeting. The 2005 year lost \$2,527.62.

2.1 2006 Budget: J. Svinicki said she had prepared the 2006 budget using data from 2005 and estimates on the costs for administrative expense. The proposed budget shows a net gain of \$5,730. The Board reviewed the 2005 expenses and the 2006 proposed budget. It was determined that a membership directory will not be published in 2006.

Action: At the Fall Board meeting J. Svinicki will provide a proposal for a paper membership directory in 2007 and an on-line directory as part of the web site.

Motion: It was moved by Dr. Swan and seconded by Dr. Mulligan to approve the 2006 budget with the deletion of the membership directory therefore showing a net gain of \$8,230. **Motion passed.**

2.2 2005 Financial Records: There were questions on some 2005 expenses. J. Svinicki said despite repeated phone requests, she has not been able to obtain the physical records for WRS from Mike Herzog. She reported that he has provided all the electronic records that are available. Svinicki said she had discussed the cost of an audit with the current WRS accountant, Bill Matthews, CPA. The cost of an audit would be at least \$2,500. It was recommended that the accountant be changed.

Motion: It was moved by Dr. Braun and seconded by Dr. Bogost to close the relationship with Mike Herzog and pursue no further action against him. **Motion passed.**

Motion: It was moved by Dr. Braun and seconded by Dr. Bogost to have the Executive Director and Treasurer work with M& I Bank to maximize income and minimize expenses of the bank accounts. **Motion passed.**

Action: J. Svinicki will contact Mike Herzog to determine if he is retaining records in a storage facility for WRS.

2.3 Financial Policies: J. Svinicki presented financial policies drafted for WRS. She said that the organization should have Board approved financial policies as a matter of good audit control of the organizational finances. If the Executive Director is to be a check signer, policies to manage the check signing must be in place. The policies were reviewed and several revisions were made. A copy of the policies is an addendum to these minutes (exhibit A).

Motion: It was moved by Dr. Pao and seconded by Dr. Mulligan to approve the WRS financial policies as revised. **Motion passed.**

Action: J. Svinicki will contact M & I Bank to request updated signature cards per the WRS check signing policy.

Action: J. Svinicki will contact Park Bank to locate the money market account and close the account.

2.4 National Meeting Expense Reimbursement: The reimbursement for the ACR meeting was discussed and the following policy proposed.

ACR Councilors and alternates from Wisconsin receive reimbursement of a maximum of \$2,000 to cover airfare, transportation to and from the airport and meeting site, a maximum of six nights hotel (room and tax), depending on commitments requiring attendance at the meeting, and IRS per diem meal expenses for the days it is necessary to purchase a meal. Reimbursement is made upon the submission of receipts within 60 days of the meeting.

Motion: It was moved by Dr. Braun and seconded by Dr. Broderick to approve the National meeting reimbursement policy with a cap \$2,000 per person. **Motion passed.**

It was noted that WRS receives a grant from ACR to support the travel expenses of two Residents to the Section meeting. The President, Joseph J. Budovec MD, and Vice President, Jody Riherd, MD, of the Resident and Fellow Section will attend the ACR meeting.

2.6 New Fellows Dinner: Dr. Larson reported the new Fellows dinner would be Monday night; new Fellows, Gold Medalists and spouses are invited. He has also invited the North Dakota delegation (one or two people), and they will attend at their own expense. He asked for suggested locations for the dinner.

Action: J. Svinicki will make a reservation at the Old Ebbitt Grill, 675 15th Street, NW, Washington, DC 2005 for the WRS new Fellows dinner.

3.0 Approval of the Minutes of September 23, 2005:

Motion: It was moved by Dr. Bogost and seconded by Dr. Swan to approve the minutes of the September 23, 2005 Board of Directors meeting. **Motion passed.**

4.0 Management Transition Report: Dr. Larson reported on the transition activities to the new firm during the President's report. J. Svinicki thanked the organization for the opportunity to serve them and looked forward to working together.

4.1 New Member Welcome Letter: Dr. Broderick discussed developing a welcome letter to send to new members and those transferring into Wisconsin. T. Swan said there is a compelling reason for members to be involved in the business and politics of Radiology. WRS should be working to develop awareness of the ACR and its importance to their practice of the profession. The Residents and Fellows can also benefit from these business aspects.

Action: Dr. Broderick and J. Svinicki will develop a new member welcome letter and circulate to the Board for review.

The following new and transferring members were presented:

New:	Daniel L. Camacho, MD, Neenah, Wisconsin
	Ryan Thomas Hilbelink, MD, Menomonee Falls, Wisconsin
	Mario Alberto Laguna, MD, West Allis, Wisconsin
	Melissa Win, MD, Milwaukee, Wisconsin
Transferred:	Gillian Marie Battino, MD, Wausau, Wisconsin
	Patrick McGlynn Belson, DO, Stevens Point, Wisconsin
	Jill Rene Pierce Holsinger, MD, Minocqua, Wisconsin
	David M. Roelke, MD, Hartland, Wisconsin

4.2 Directory: It was determined under the 2006 budget discussion not to publish a directory in 2006.

5.0 Committee Reports

5.1 Legislative Committee: Dr. Bogost reported on legislative activities. WRS Legislative counsel Michael Blumenfeld has been retained by Wisconsin Society of Radiologic Technologists (WSRT) to develop and advance a technologist licensure Bill for Wisconsin. WSRT leadership is looking for WRS to provide assistance, contacts, perhaps even financial support for the Bill. Dr. Bogost will support the Bill through the WMS; however there may be opponents to the Bill. He reported that WRS is conducting its periodic telemedicine review. RADPAC wanted to make a contribution for Congressman Paul Ryan, but is still trying to target the contribution. He said that Wisconsin should support the ACR PAC rather than developing a Wisconsin PAC.

5.1.1 State Politics: Medicaid in a reasonably fiscally stable state in Wisconsin. Dr. Bogost said that the State Assembly should remain Republican, however, the State Senate may become Democratic. The liability cap law was signed by Governor Doyle, however the caps are much higher than the original caps.

5.2 Radiologic Practice & Informatics: This item will continue to be on the agenda.

5.3 Fellowship/Nominating Committee: Dr. Bogost reported for Dr. Colburn on the slate of candidates for the 2006-07 WRS Board of Directors.

WRS Board of Directors-June 2006 to June 2007

President: Gregg A. Bogost, MD
President-Elect: M. Kristin Thorsen, MD
Vice President: Lonnie Simmons, MD
Secretary/Treasurer: Lynn S. Broderick, MD, FACR

Board of Censors (3 immediate Past Presidents)

Patrick A. Turski, MD, FACR 07
Cameron F. Roberts, MD, FACR 08
Paul A. Larson, MD, FACR 09

Councilors to the American College of Radiology

Lynn S. Broderick, MD, FACR 08 I
M. Kristin Thorsen, MD 08 I
Lonnie D. Simmons, MD 08 I
Gerald M. Mulligan, MD, FACR 08 I
Gregg A. Bogost, MD 08 II
Timothy Andrew Crummy, MD 09 I

Alternate Councilors

William J. Pao, MD 07
Patrick A. Turski, MD, FACR 07
Sara Arnold, MD 07
Timothy Andrew Bernauer, MD
Timothy Lee Swan, MD 07
Michael A. Braun, MD 07

Directors at Large

Gary S. Sudakoff, MD 09
Michael W. Zinda, MD 09
Rick Gerard Thyges, MD 08
Timothy Andrew Bernauer, MD 08
Michael A. Braun, MD 08
Charles H. Cho 08 (resigned)
John P. Wherthey, JR, DO 07
Paul John Grebe, MD 09
Cameron F. Roberts, MD, FACR 09
John F. Aufderheide, MD 09

Carrier advisory Committee: Dx RAD: Arthur A. DeSmet, MD, FACR, Gerald M. Mulligan, MD, FACR; ONC RAD: William J. Pao, MD

Board members will take their positions in June 2006. Dr. Bogost reported that WRS is looking for more Wisconsin Medical College representation. Several names were suggested.

5.4 Radiology Medicare Advisory Committee/Carrier Advisory Committee: G. Mulligan reported of the activities of the Committee. Dr. Braun shared information on the ownership and use of scanners by cardiac practices. The next meeting of the Committee is May 5, 2006.

6.0 Resident and Fellow Section Report: Dr. Budovec reported the Section met in January 2006 and has written and passed bylaws. He acknowledged the help of other chapter Resident and Fellow Sections and the ACR. He and Jody Riherd, MD will attend the ACR meeting in May. There are 16 other states with Sections. There is one Resident representative with a voting position at the meeting. The Wisconsin Resident and Fellow Section is considering development of a web site.

There was discussion on how to get Residents and Fellows more active in the Wisconsin Section. Dr. Budovec said Residents need to develop non-technical competencies and the resources provided by ACR do not meet that need. He suggested Dr. Larson or Dr. Bogost speak at a meeting early in the year on the topic of the business practices of radiology.

Action: Dr. Larson and Dr. Bogost will make contact with the Residency Program coordinators in Wisconsin (Medical College of Wisconsin, St. Lukes, St. Joes and UW-Madison). They will request a meeting with the Residents by a WRS member early in the year (July or August).

Action: A dedicated mailing for WRS will be sent to Residents in the program with information on the organization.

Action: The WRS/MRRS will consider a joint meeting in the Fall of 2006. The meeting could include a presentation by a Resident.

7.0 Report of Councilors: Dr. Larson reported the ACR meeting is May 20-25, 2006, in Washington, DC. Participants have been sent CDs with the meeting materials including 59 resolutions. He will be discussing selected resolutions at the WRS membership meeting the next day.

8.0 Report of Council Steering Committee Liaison: Dr. Larson said that cardiac images had been discussed. More Radiologists will be seeking accreditation, as many private payers are requiring it. He is monitoring nuclear and PET requirements.

9.0 RADPAC Report: Dr. Mulligan said attendees at the ACR meeting should plan on making a financial contribution to the ACR Political Action Committee. He said most appointments are scheduled, with two to yet to be confirmed.

10.0 New Business

10.1 Wisconsin Medical Society: Dr. Larson reported the WMS Radiology Section needs a delegate and alternate. He is looking for volunteers to fill these positions.

10.2 Bylaws: Dr. Larson said the WRS bylaws needed to be updated. He will contact Dr. Fred Klein, Chair of the Bylaws Committee, to assist in updating them. J. Svinicki said she could also assist.

10.3 Committees: Dr. Bogost said that at the Fall 2006 meeting an attempt will be made to update the Committee Chairs and members.

11.0 Adjournment: The agenda was completed and the meeting adjourned.

Respectfully submitted,
Jane A. Svinicki, CAE
(Drafted 4/24/06)

Exhibit A

**Wisconsin Radiological Society
Financial Policies & Procedures
(Revised 04/21/06)**

Audit: An audit by a certified public accountant of the WRS financials may be conducted from time to time at the request of the Board. Proposals for the audit shall be requested from two potential vendors (accounting firms or individual CPAs). The results of the audit or review shall be distributed to the WRS Board.

Check Signing: The Treasurer, President, President-Elect and Executive Director will be registered signers on all WRS financial accounts. All bank checks up to and including \$1,000 for budgeted items may be signed by the Executive Director at the Association office. All checks over \$1,000 or for unbudgeted items or payable to Svinicki Association Management, Inc. must be approved by the Treasurer. The Treasurer may approve the checks by signing the actual check or by returning a fax back form authorizing the bill to be paid. A copy of the invoice will be provided with each check and an authorization form submitted for signature. The Treasurer will conduct a periodic online review of checks written.

Investment Policy: The investment policy of WRS shall be that cash assets be invested in stable investment instruments to gather the best rate of return. The Treasurer and Executive Director shall be responsible for putting the funds into an interest bearing money market fund or other suggested investment options. They both have the authority to make transfers between operational and approved investment accounts, to maximize interest on WRS funds. The WRS Board of Directors will review and approve the investment policy and allocation of investments annually. These investment funds shall be of low to moderate risk.

Reporting to the Treasurer and Board: Financial reports will be provided to the Board of Directors at each meeting. The Treasurer shall receive an income and expense report, balance sheet and transaction detail report (list of checks and deposits) a week prior to each Board meeting. The Treasurer will also receive a copy of each bank account reconciliation within ten days of receipt of the statements.

Budgeting: The Treasurer and Executive Director shall prepare an annual budget. The proposal budget shall be presented to the WRS Board at the Fall Board meeting (in person or by email or fax if no Board meeting takes place). The budget shall be approved no later than December 31st.

Reserve Fund: It is the policy of WRS to strive to hold a reserve fund equal to 50% of the annual operating expenses.

National Meeting Expense Reimbursement: ACR Councilors and alternates from Wisconsin receive reimbursement of a maximum of \$2,000 to cover airfare, transportation to and from the airport and meeting site, a maximum of six nights hotel (room and tax), depending on commitments requiring attendance at the meeting, and IRS per diem meal expenses for the days it is necessary to purchase a meal. Reimbursement is made upon the submission of receipts within 60 days of the meeting.