1. **Midyear recap – section roundtable** – Steve began the meeting with a recap of the mid-year meeting in Scottsdale. He stated the turnout was good with approximately more than 300 attendees. The following items were discussed.
   a. **SI changeover** – Steve mentioned that the HPS Newsletter and website is going through a changeover to international units.
   b. **Financial issues** – Steve stated that the HPS Board asked if our section could contribute money to students who will be charged with going through HPS documents and changing over the units in documents and the website information to SI units. Steve mentioned that the decision was made to hold off providing funding for the student SI initiative in favor of developing a business plan. More on this later.
   c. **Website** – Steve asked all of us to visit the medical section website under the members only and make suggestions on changes.

2. **Discussion of past President Pryor’s request for top 5 issues in Radiation Safety.** Steve provided the message from the past President as an attachment to an email.

   Steve discussed a statement from HPS past President in which she asks members to provide the top five issues that the HP Society should assess and establish a standard communication plan for future use. John J. asked why the Board is asking for this in the context of what has already been done. There was a lot of discussion from the various attendees on possible topics. Suggestions included focusing on worker radiation protection, and other suggestions were to expand beyond workers to public and patients. Steve K. also suggested Therapy QC as a topic. Much discussion ensued regarding the role of the RSO versus medical physicists in radiation therapy. Other suggestions included making statements on lens of eye dose and fluoroscopy training for non-radiologist physicians. John J. stated that radiation therapy is a very complex
subject and that it may not be appropriate at the level of reviewing treatment plans, but that oversight such as what RSOs provide for radioisotope therapies was appropriate.

Mike B. stated that what we should focus on is developing the RSO role in establishing a safety culture in the medical setting. Several attendees agreed that this was a good suggestion. Steve summarized saying what we need to concentrate on is the role of the RSO in various areas in the Medical Setting, and that integrating the phrase safety culture will be advantageous.

Karen C. stated that another topic could be how Joint Commission (JC) has extended its efforts into the Radiation Safety area, and Steve added that this is where we could add value by providing position statements that JC could use in their work. For example, JC took on some issues such as escorts for deliveries of material to nuclear medicine and made some errors – but through HP intervention they changed their views. Standards on topics such as lead apron inspections could be included.

Mike B. reiterated the idea of having standards that JC could use in their surveys so they will have a better idea of what to consider. He also suggested that we should consider establishing a standard on risk statements that we can all rely on regarding real risks versus perceived risks.

Steve concluded this discussion stating he would circulate a list of the top 5 to the section board members to review and provide comments back to Steve, but that the HP past President has set a deadline of 3/15 so we need to get our comments to Steve in time for him to consolidate, address and get to the past president by the deadline.

3. HPS board approval of revised Charter and Bylaws
   Changes needed before we send to members – Steve mentioned that the Board wanted us to revise one word on the bylaws submitted for approval. They wanted the word “officials” changed to “officers.” There were also some title changes on the Board level and Steve said he would go through our material and make the appropriate changes in ours to reflect the changes by the Board.

4. New procedures for annual meetings for our section
   Executive board meeting vs. Business meeting - Steve asked that we have a meeting of the section board at the annual meeting prior to the business meeting of the section so all are on the same page regarding the information that will be presented to the membership for a vote. He stated this is what the Accelerator Section has done and it was a success. Everyone agreed this would be a good idea.

5. Medical health physics section elections
   a. Formation of nomination committee – committee chair? Steve stated that we need to establish a nominating committee that would nominate people for positions in the section. Vicki M. stated that she has secured one person, Jeff Burnett, to be the Chair of
the nominating committee. Vicki said she also had a few other names of people that might serve. Vicki M. stated she would send the names to Steve K.

6. Program committee – Steve K. stated that the section needs to submit names for the program committee. He asked for suggestions. None were made so he asked if attendees could email him in the next few days with names.

Camped credits – Steve mentioned that midyear attendees requesting for camped credits was popular.

7. Midyear message to the membership
   a. How are we doing – Steve stated that we need to prepare a midyear message to the members of our section. He suggested the following items.
   b. Changes
   c. Requests from leadership (ours and HPS)
   d. Suggestions – Steve also suggested that we consider a special ORS edition that focuses on radiation safety in medicine. He would like to encourage the members to submit papers.
      i. Plan is to publish this in the next Newsletter
      ii. Publish officer/board photos
      iii. Section members interested in committee positions

8. Editor position Help needed for Vickie – Steve solicited for assistance for Vicki who is managing the section website.

9. Website – Steve urged the attendees to go to the section website and provide recommendations for improvement. One attendee suggested that the statements the section develops (as discussed previously) could be presented on the website.

10. Co-sponsorship of PDS “Radiation Safety in Medicine” Feb 2014 Baton Rouge attached to Midyear – Steve discussed that our section is co-sponsoring the PDS for 2014 with the Accelerator Section. He stated the Accelerator Section has already developed the budget and gotten the topic approved. The PDS will be associated with the mid year as it was this year in Scottsdale.
   a. Same as this year
   b. Will be asking for teachers

11. Articles for special ORS edition – this topic was discussed earlier and no further elaboration occurred.
   a. Role of the RSO
   b. Medical dose
   c. Risk
   d. I-131 patient release

12. SOP’s - Steve stated that we need procedures for the various roles and responsibilities of the section officers. He will look into accelerator SOP’s as a template.

13. Medical health physics section financial status
   a. Discussion – Steve told everyone how much money is in the section account. He suggested with develop a Business Plan. He asked each of the attendees to think about
how we can best use the money for the benefit of the membership. Some of the items he suggested included:

i. Student participation – provide funding for students to attend the annual HPS meeting.

ii. Page charges for students – pay the charges for students to publish their work in ORS.

iii. Summer internship funding – provide funding for students who perform summer intern positions that are unpaid.

iv. Foreign chapter help (Republic of Georgia) – provide books, memberships, etc. for members of the Republic of Georgia section.

14. Other discussions: future strategy

Steve thanked all the attendees for their commitment to the HPS and the section and encouraged their continued volunteerism in maintaining our relevance to the HP Society and maintaining our focus, dedication and efforts in serving our membership.