



## OTOLARYNGOLOGY PROGRAM COORDINATORS' ORGANIZATION

### **BUSINESS MEETING**

SATURDAY, 8 NOVEMBER 2014

The meeting was called to order at 1:00 PM CST by Marci Dorchester.

### **Officer Elections**

An "official" election was not held this year for officers due to there being only four volunteers for four open positions. Therefore, open positions were filled according to Board vote.

#### Officers 2014-2015

Chair:	Jenny Kesselring -- Southern Illinois University
Chair-Elect:	Becky Smith -- University of Kentucky
Past Chair:	Marci Dorchester -- SUNY Upstate
Secretary:	Betty Warner -- Vanderbilt University
Board Member:	Kelly Laurent, CMH
Board Member:	Clotheal Johnson, MUSC
Board Member:	Joanna Times, UCSF

It is the hope of the Board that additional members will become more involved in the future. To accommodate great involvement, changes were made to the bylaws, which are subsequently addressed in these minutes.

### **Bylaws**

The bylaws were voted on and changed to reflect the following:

- To serve as Chair of OPCO, a candidate must meet one of the following qualifications:
  - TAGME certified, or
  - Five years total as a coordinator with three of those in Otolaryngology (core)
- If a Board member is unable to fulfill their role, for any reason, resolution will be decided upon by the Chair.

### **Mentoring Committee**

A call was put out for volunteers to serve on the Mentoring Committee as mentor for new coordinators. The following will make up this committee:

- Barb Chapman – The Mayo Clinic, Rochester – [chapman.barbara@mayo.edu](mailto:chapman.barbara@mayo.edu)
- Faith Courchane – University of Minnesota – [courc002@umn.edu](mailto:courc002@umn.edu)
- Paula Cranmore – University of Kansas – [PCRANMORE@kumc.edu](mailto:PCRANMORE@kumc.edu)

- Marci Dorchester – SUNY Upstate – [GUYERM@upstate.edu](mailto:GUYERM@upstate.edu)
- Alicia Gore – University of Colorado, Denver – [alicia.gore@ucdenver.edu](mailto:alicia.gore@ucdenver.edu)
- Jenny Kesselring – Southern Illinois University – [jkesselring@siu.edu](mailto:jkesselring@siu.edu)
- Annette Lemire – The Mayo Clinic, Phoenix – [lemire.annette@mayo.edu](mailto:lemire.annette@mayo.edu)
- Joanna Times – University of California, San Francisco – [jt看imes@ohns.ucsf.edu](mailto:jt看imes@ohns.ucsf.edu)
- Betty Warner – Vanderbilt University – [elizabeth.L.warner@vanderbilt.edu](mailto:elizabeth.L.warner@vanderbilt.edu)

### **Program Coordinator Handbook Committee**

Work on the handbook is ongoing. Volunteers were solicited. Members of this committee are as follows:

- Barbara Chapman – The Mayo Clinic, Rochester
- Paula Cranmore – University of Kansas
- Clair Dunne – University of California, San Francisco
- Jenny Kesselring – Southern Illinois University
- Annette Lemire – The Mayo Clinic, Phoenix
- Mary Manasco – University of Mississippi
- Carrie Scharb – University of Wisconsin
- Beth Shultz – Penn State
- **Becky Smith, Chair** – University of Kentucky
- Tina Vandever – St. Louis University
- Betty Warner – Vanderbilt University

### **OPCO Website**

Volunteers were solicited for someone to head up maintenance and growth of the website. Carrie Jones – Children’s Mercy Hospital, Kansas City – has kindly volunteered to take over this project.

### **OPCO Newsletter**

Discussion centered around getting the newsletter up and going. It was decided that the newsletter would be distributed March, August and December of each year. The following people have volunteered to take on this task:

- Fran Campbell – Baylor College of Medicine – [francesc@bcm.edu](mailto:francesc@bcm.edu)
- Jenine Dunn – University of Miami – [jmdunn@med.miami.edu](mailto:jmdunn@med.miami.edu)
- **Diann Fiscus, Chair** – Medical College of Wisconsin – [dfiscus@mcw.edu](mailto:dfiscus@mcw.edu)
- Carrie Jones – Children’s Mercy Hospital, Kansas City --
- Annette Lemire – The Mayo Clinic, Phoenix – [lemire.annette@mayo.edu](mailto:lemire.annette@mayo.edu)

Some topics proposed for the newsletter are: helpful hints, open positions, spotlight on a coordinator/member. Any other suggestions? – I’m sure any committee member would welcome them!

Many thanks and best wishes to our outgoing officers – Marci Dorchester and Anne Monreal.

Many thanks to Marci for coordinating an awesome meeting this year! It is a lot of work and greatly appreciated by all who attended!

Respectfully Submitted,

*Betty Leslie Warner, C-TAGME*  
Secretary, OPCO