



OTOLARYNGOLOGY PROGRAM COORDINATORS' ORGANIZATION

BUSINESS MEETING MINUTES
SATURDAY, NOVEMBER 12, 2016

The meeting was call to order at 1:09 pm

1. Review and Approval of last year's minutes
 - a. A motion to approve the minutes was made by Carrie Schaub, it was seconded by Diann Fiscus. The minutes were approved.
2. Announcement of the 2016-2017 Executive Board
 - Chair: Betty Warner, C-TAGME, Vanderbilt University
 - Chair-Elect: Frances Campbell, Baylor College of Medicine
 - Secretary: Candace Allen, MA, University of Louisville School of Medicine
 - Board Member: Carrie Schaub, University of Wisconsin
 - Board Member: Stacey Thompson, C-TAGME, University of Arkansas
 - Board Member: Kelly Laurent, MS, Children's Mercy Hospital and Clinics
 - Past Chair- Becky Smith, C-TAGME, University of Kentucky
3. Email Distribution List
 - a. A discussion was had regarding the current email distribution list. We are currently using email and LinkedIn. Email clutters up everyone's inboxes and not everyone is on LinkedIn.
 - b. Annette Lemire presented information to the group on using Google groups as an alternative to email and LinkedIn. The only requirement for Google groups is a Gmail account.
 - Advantages to using Google groups:
 - i. Provides file
 - ii. Can be routed to work email
 - iii. Provides us with the ability to have a website and easily share information with each other.
 - c. The group agreed to look into moving to the Google Groups platform.
4. Open Forum
 - a. It was decided that we will continue with our Newsletter. Carrie Schaub agreed to coordinate the newsletter.
 - b. Next year's meeting will take place in Chicago, IL at the Drake Hotel.

The meeting was adjourned at 1:26 pm