



OTOLARYNGOLOGY PROGRAM COORDINATORS' ORGANIZATION

BUSINESS MEETING MINUTES
SATURDAY, NOVEMBER 11, 2017

The meeting was call to order at 2:20 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 Stacey Thompson. The minutes were approved.
2. Announcement of the 2017-2018 Executive Board
 - Chair: Frances Campbell, Baylor College of Medicine (2018)
 - Secretary: Candace Allen, MA, University of Louisville School of Medicine (2018)
 - Board Member: Carrie Schaub, University of Wisconsin (2018)
 - Board Member: Stacey Thompson, C-TAGME, University of Arkansas (2018)
 - Open Position 1:
 - Open Position 2:
 - a. Fran informed the group that there were open board member positions. Those that were interested in the open positions were asked to inform Fran directly via email.
 - b. There was a discussion about the formulation of a mission statement. It was decided that our mission statement should align with the statements of SUO/AADO/OPDO.
3. Group Communication
 - a. A discussion was had regarding the current use of Google Groups. It was decided that we will no longer add members to the LinkedIn group and communicate mostly via Google groups. It was suggested that we try to utilize the same platform that the Program Directors use. In the mean time we will continue to communicate via Google groups until we can find another more user friendly platform.
4. Open Forum
 - a. The group discussed the future of OPCO and having more of a presence on the SUO/AADO/OPDO website. The board will explore the possibility of having a separate link at the top of the webpage instead of under OPDO. They will also explore the more collaboration with OPDO leadership for the planning of future meetings.
 - b. Next year's meeting will be November 9-10, 2018 will in Washington, DC at the Ritz-Carlton.

The meeting was adjourned at 2:50 pm