

Minutes VRTOG Committee Meeting
December 2, 2000

Dr. Mary K. Klein, chair, opened the meeting at 7:00 a.m. This is the first official meeting of the VRTOG committee; minutes will be recorded and filed by the Radiation Oncology Affiliate secretary.

First order of business is to establish a membership role, which will be listed by institution/practice with each having a single contact person. A sign-up list was passed around to attending members and is appended.

Original members of the VRTOG committee are Drs. Klein (chair). Dr. Klein will be stepping down as chair of the VRTOG. Remaining, original members include Drs. Mark Dewhirst and Lisa Forrest. Dr. Lisa Forrest has agreed to become chair of the committee. Two additional members need to be added to the executive committee of the VRTOG. Drs. Tracy LaDue and Dave Ruslander were nominated. Dr. LaDue was present and agreed to serve. Dr. Ruslander will be contacted to determine his interest in serving.

The original committee members have been in contact with the RTOG during development of the constitution and bylaws. This document will be submitted to RTOG and placed on the ACVR web site. Potential VRTOG studies will be submitted to the VRTOG committee and will be discussed at each ACVR and VCS meeting. Protocols will also be disseminated via the web site. Therefore the ACVR web site will contain VRTOG protocols, VRTOG member institutions/practices, constitution and bylaws and a radiation oncology list server.

Dr. Klein discussed the practice of having available monies to support resident based studies (i.e. cover costs of histopathology samples), which is a current practice of VCS. There is carry-over money from the radiation oncology society, which could be used as start-up funds for VRTOG projects. It was pointed out that ACVR funds 2 resident projects each year (\$5000 each). These grant applications are looked at twice a year. These funds could be a source of start-up money for a VRTOG study. Another source of money could be an individual institution fee for being a VRTOG member. This could cover costs of items such as mailing slides. If this were a required fee, it would require approval by the ACVR council and would require paper work to monitor. Dr. Don Thrall moved to have a voluntary contribution to VRTOG at a suggested level of \$100 for member institutions of VRTOG. Dr. Forrest will speak with Dr. Dan Feeney to set up an account for this fund.

Dr. Brawner asked if the membership of VRTOG is closed. Dr. Klein explained that the only requirement is there must be one boarded member of the radiation oncology affiliate in the group to participate in VRTOG studies.

Meeting adjourned at 7:45 a.m.

Respectfully submitted,

Lisa Forrest, Chair, VRTOG