**STSW Annual Business Meeting**

**Thursday, September 27, 2018 – 12:20pm**

**Renaissance Hotel Conference Center**

**Minutes**

Jan Hart opened the meeting by greeting attendees, sharing general announcements, and acknowledging Board members in attendance.

**Reports**

Secretary’s Report – Jan explained that the 2017 minutes are available on the website.

Treasurer’s Report – Jan reviewed the 2017 income and expenses report, highlighting that the annual conference is STSW’s largest expense. She explained that conference registration does not cover the entire cost of the conference, thanked STSW’s sponsors, and encouraged attendees to visit the sponsor’s booths.

**Highlights from 2018**

Jan briefly shared the results of the annual survey and encouraged attendees to review the report for further details.

Jan explained that STSW has made numerous efforts to build connections. She highlighted that Board members Molly and Annette were able to attend the Transplant Manager’s Forum this year; and Board members Laurie and Kay represented STSW by participating in the ISHLT Collaborative group and consensus paper. Jan briefly shared progress on membership, the speaker’s bureau, and credentialing.

**Election**Jan explained that a new President and VP are due to be elected this year, and the candidates are respectively, Molly Dugan and Dawn Temple. Janet Stevenson further explained the election process to attendees and called for the votes. Both Molly and Dawn were unanimously elected to the President and VP positions for 2019.

**Awards**

Tony Lee was presented with the Lee Suszycki Memorial Award

Jenifer Espinoza was presented with the Judy Midlefort Memorial Award

Kay and Laurie highlighted Jan’s work with STSW and presented her with gifts for her service and contributions to STSW.

**2019 Conference**

Jan shared that next year’s conference will be in Denver, and she encouraged attendees to consider hosting a conference in their city.

Meeting adjourned

Respectfully Submitted,

Clifton Hill