



**APIC-GD Board Meeting  
November 13, 2007**

**Location/Host: Botsford Hospital – Zieger Center**

**Welcome**

- The meeting was called to order by President Janet Moody at 16:43.
- In attendance: Susan Fletcher-Gutowksi, Nancy Hunt, Gigi Kelm, Janet Moody, and Joan Wideman (appended sign-in sheet)

**Approval of Minutes**

- The minutes from the August 13, 2007 Board Meeting were approved as written
- Convert to pdf file for website; file minutes.

**President's Report – Janet Moody**

- Received email from Convatec about 11/29/07 program on Pressure Ulcers & Public Policy Affairs
  - Discussion: forward email to members with disclaimer and/or post on website with disclaimer
  - Consensus: don't start a precedence; don't forward or post
- Tyco Health contacted J. Moody related to doing talk on Hazardous Waste at General Business meeting
  - Consensus : not at this time
- Email received from Nora Boyd of CHICA; would like to see future joint meeting
  - Consensus: yes to collaboration; invite N. Boyd and Anna Hunt (current Chapter President) to APIC-GD winter holiday luncheon/meeting; introduce to attendees
- For Bev Mihalko
  - Email/flyer for December 14, 2007 winter holiday luncheon/meeting at Whitney
  - Received \$200 donation from Sage to help defer expenses at meeting
  - Include reminder with announcement re: donations to Detroit Health Department TB Clinic
- Program Chair - Education
  - Vacancy for 2008 as Bev's term is completed; had asked several persons and a few other names were suggested
  - Discussion if Board should take over function if no volunteer(s) to appoint
  - Responsibilities include quarterly meetings, summer & winter holiday/general business meetings
  - If have joint Best Practices Conference with MSIC & BCBSM, would ask for a another individual to coordinate for APIC-GD due to time required
  - Will announce vacancy at winter holiday luncheon/meeting

- For Doris Neumeyer
  - Has contact person's name and will communicate related to Cosmetology Permanent Makeup Organization per previous discussion related to APIC-GD offering education and training program(s)
- For Rhonda Leitch
  - Difficult ballot due to challenges to recruit members for vacant positions
  - Will use a neutral person (e.g., department secretary) to tally
  - Will announce results at winter holiday luncheon/meeting
- Bylaws approval from National
  - Stephanie will clarify status and resend Bylaws as previously approved by members
  - Suggest mark as DRAFT, copy to pdf, and post on Chapter website

### **Past President's Report – Gigi Kelm**

- Carole DeMille award
  - Russ declined nomination as not planning on attending National Conference this year

### **President Elect Report – Doris Neumeyer**

- Already reported by J. Moody for D. Neumeyer

### **Membership Secretary – Nancy Hunt**

- Confirms membership from National at least monthly
- If not paying membership dues when due, seem to go onto a "lapsed list" within 3 months, then totally "fall off"
- Over the last 2 years have 136 names from the list
- A number are on lapsed list and others have undeliverable email
- Will send out email to everyone not current with content to effect that APIC records indicate your membership is expired
- Chapter list for 2008, will need membership numbers
- Bring existing chapter list to winter holiday luncheon/meeting & circulate for attendees to verify if current
- FYI to Education Committee, the Birmingham Conference Center has a new place in Beverly Hills; keep on file for consideration of future programs

### **Treasurer's Report – Susan Fletcher-Gutowski**

- Financial report, to date have total expenses of \$3241.73 and total of \$1551.40 in income; net loss of \$1690.27; for end of third quarter balance is \$9925.58
- Anticipate website work expense and chapter dues income
- Did receive overdue \$300 from Pall
- Had transferred \$3000 from money market account per Board approval to cover expenses due
- Including some interest income from investments, as of 11/13/07 – checking \$2948.83 and investments \$6888.43 for balance of \$9837.26; basically breaking even with no real income
- Discussion about Yahoo Groups:
  - Explore payment online
  - Will be able to send out email at [apic-gd@yahoogroups.com](mailto:apic-gd@yahoogroups.com)
  - Person can ignore or answer

- If want to access, use [www.yahogroups.com](http://www.yahogroups.com)
- Need to sign in with ID & password
- Lists your groups, one can see other members
- Owners and moderators have ability to make changes or invite to group
- Can invite up to 50 members at once
- Can share documents by uploading, naming, and is placed on site
- Can create poll or survey with up to 25 choices
- Could turn over to Karen (Webmaster) once set up
- Consensus: offer to paid members to join, continue to send email notices such as for meetings; Susan to set up then Karen to maintain/periodic clean-up; announce at winter holiday luncheon/meeting; Board members will be identified as moderators

**Nominations Report – Rhonda Leitch**

- Report already presented by J. Moody

**Advocacy – Judene Bartley**

- Report sent via email to Board members

**Other New Business**

- Handbook finalization pending
- Thank you to Janet for hosting and snacks

**Adjournment - Janet Moody called at 18:26**

Respectfully submitted,



Joan M. Wideman, Recording Secretary