

*Approved by  
The Board*



**APIC-GD General Membership Board Meeting–July 1st, 2008  
Location: St. John Oakland Macomb Hospital**

- President Doris Neumeyer welcomed attendees and called the General Board Meeting to order at 2:45 p.m. (refer to attendance sheet).
  - Minutes from the previous General Membership Board meeting on February 15, 2008 have been posted on the chapter's website, motioned, seconded, and approved as written.
  - Doris reported that the total value of the APIC-GD Chapter Beach Ball package sold for a value of \$65. In 2009, the President-Elect will plan for the silent-auction package and each member can donate and carry an item in their luggage.
  - Beginning in September, there was a suggestion that members prepare 15 second news-clips for radio broadcasting on infection control issues. This could be hand hygiene, infection control issues, or to promote national Infection Control Week. Please send Doris Neumeyer (by email) any scripts that can be broadcast on Magic 105.1 as a public service announcement to spread the message about infection control to the community.
  - Doris Neumeyer announced that the national APIC webpage has a new tab entitled Emerging Preparedness for Shelters. There are several links to these on the webpage as resources for members.
  - National APIC announced a new logo or branding for the organization that will be announced at the national convention in Denver.
- Past President, Janet Moody
  - Janet Moody announced that all job descriptions are in the handbook-there is nothing to add. There was a lost disk that Beverly Milhalko is trying to locate with the job descriptions in them. Janet suggested looking at national and local policies for the committees and their job descriptions. The membership could look in the national, educational, and program planning committee chapter leader sections for ideas on how to recreate these job descriptions, and any forms for the educational programs in the future. A copy of the APIC Chapter Handbook was discussed and it was suggested to combine the two committees of Education and Program Planning and tie into the by-laws. Janet needs assistance in rewriting the job descriptions if the disk cannot be found, and then posting on the website in a read-only folder. An executive committee was formed composed of Lisa Sturm, Doris Neumeyer, Stephanie Borngesser, Janet Moody, and Nancy Hunt as committee members. This committee will review the by-laws, create a new handbook, and make recommendations for the committees. The time frame was to begin the first of September, and vote on in October, and then bring to the membership by early December to review the documents.

- In 2009, there is a goal to have new documents that have updated procedures and policies in place.
- Advocacy Chair - Judene Bartley
  - Not present.
- President-Elect – Lisa Sturm
  - Not present.
- Membership Chair - Nancy Hunt
  - Nancy Hunt offered to post on the webpage that starting in Fall 2008 at Davenport University there will be an online MPH program with an international focus.
  - Current membership in our chapter is 97 members with 13 members-also national members. Two members were on the national list, but not on the local list.
  - Nancy Hunt will contact our local members and for all new conferences we will have nonmember and member fees. We could also use a chapter list for nominations.
- Treasurer - Susan Fletcher-Gutowski
  - Balance in checking is \$3,286.12 and investments \$7,031.99. The conference **La Resistance** netted \$404.00 for the chapter. Discussion ensued about the need to record all transactions in digital form for the IRS. Conferences in the future that are vendor-paid with > \$600.00 sponsor fees need to file a W-1099 form. We should also carry chapter liability for every conference with about \$90.00 estimated for insurance.
- Nominations – Gigi Kelm
  - Gigi Kelm would still like suggestions for nominations for President-Elect and Membership.
- Advocacy Report – Judene Bartley
  - The Centers for Medicare and Medicaid sent out two letters about the new prospective payment systems that will impact all healthcare facilities.
  - NIOSH has delayed their survey with medical waste now having a new definition for “trauma waste”.
  - MSIC has a Flu Fighter Action Kit posted on their site and our chapter would like to see this posted as well on our webpage.
- Webmaster – Doris Neumeyer
  - No report.
- Yahoo Groups Report - Susan Fletcher-Gutowski
  - No report.
- Items from the Floor - Doris Neumeyer
  - Doris announced there is an open position at University of Michigan and all new job opportunities need to be placed on the APIC-GD webpage.

- A discussion was started on the desire to have an educational conference for the next meeting with the vendor Sage giving a presentation on biofilms and the CMS implications. Nicole Bryan Nomides and Deb Hopfer will coordinate this presentation and offer a luncheon with the presentation.
- There was no further discussion, so the APIC-GD General Business Meeting was adjourned at 4:15 p.m. The next meeting for the chapter is August 28<sup>th</sup>, 2008 with an educational conference scheduled at the Hockey Town Café in Detroit.

Respectfully submitted,

*Linda Nikpour, RN, MSN*

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Recording Secretary

Attendance Sheet for APIC-GD Meeting on 07/01/08

1. Nancy Hunt
2. Gigi Kelm
3. Susan Fletcher-Gutowski
4. Doris Neumeyer
5. Stephanie Borngesser
6. Janet Moody
7. Deb Hopfer
8. Nicole Bryan Nomides