



**APIC-GD Board Meeting
November 29, 2006**

**Location/Host: St. John Oakland Hospital – Education Center Classroom 2 plus
Conference Call Communication**

I. Call to order

- A. The meeting was called together by President Gigi Kelm at 4:07 p.m.
In attendance: Gigi Kelm, Janet Moody, Janice Rey, and Joan Wideman.
On Conference Call: Judene Bartley, Stephanie Borngesser, Nancy Hunt, Bev Mihalko, and Doris Neumeyer.
- B. The minutes from the September 13, 2006 Board Meeting were approved as written; minutes will be filed.
- C. Update from National - Carole DeMille Award: Russ Olmsted agreed to be nominated by APIC-GD Chapter; Judene Bartley, Tammy Lundstrom, and third reference (place of employment) are required as a minimum.
- D. Officer List of Duties –
- No Past President position; Gigi will write and include website updating responsibilities
 - Treasurer – per Nancy, “some thing fall through the cracks”; want to clarify
 - National Handbook; need to customize chapter handbook; Bev & Janet had developed; need to combine past & newer and add to it; combine national & local.
 - Everyone bring new resources to first Board meeting n 2007; Joan will check on older documents passed on with Secretary documents & email to all before next meeting
- E. Webmaster Approval – Karen Neumeyer approved as new webmaster; Proposal to increase hourly rate from \$15 to \$20; Nancy Hunt verified okay with budget. The number of hours in past few years has decreased; about \$300/year; the 2 year Domain name was \$250. Vote to approve rate unanimous with one abstention (Doris Neumeyer). Past President will be “in charge” of website / coordinator. New things at least through President; if complicated, Board should vote; can be electronic (email).

II. Reports

A. Past President – Bev Mihalko

- Went through all elements of website; suggest removing old minutes from 2004; no 2005 posted; some for 2006.
- Job opportunities – time limits on how long leave on & remove old; look for protocol for officers (e.g., head hunter posting jobs) and other officers can add.
- Judene suggested to add link to CMS interpretive guidelines directly instead of going to apic.org website.
- Post President to review & remove / “run by” President if any questions.
- Website – protocol for minutes – suggest remain on for one year.
- Bev will “take a stab at short protocol” for website & send out
- Bev got a new job

B. President Elect –Janet Moody

- Follow-up on speakers bureau assignment from last meeting; unknown what would we do with information and do we want one?
- No one aware of anyone ever contacting our organization for speaker
- If applying for chapter of year award, need to gather listing of presentations; compile for membership? Who would be responsible?
- Perhaps put on website information about community speakers – President Elect – mention that we can offer educational opportunities in the community & contact person.

C. Treasurer – Nancy Hunt

- Income and Expense (I&E) statement and balance sheet distributed - third quarter report ending balance of \$10,786.14. Have \$1346.68 in Checking and \$9439.46 in Savings.
- Fall Dinner & Winter Luncheon (Friday) not all information in yet.
- Have 26 registered for Friday to date.

D. Secretary, Recording – Joan Wideman

- Nothing to report.

E. Secretary, Membership – Doris Neumeyer

- Unable to obtain membership list via apic.org website
- Not all are on list but if pull up individuals, they are listed as member of 077 (APIC-GD)
- Left several messages at APIC National office with no response.

F. Education/Program Committee – Elaine Flanagan

- Couldn't attend but have 26 registered so far for Winter/Holiday
- Elaine is resigning her position as Chair
- Suggest have separate education and program chairs
- Gigi will announce need for volunteers at Winter/Holiday luncheon

- G. Nominations Chair – Janice Rey
- Board thanked Janice & her nominations committee for recruiting candidates; new Board members / elected candidates:
 - President Elect – Doris Neumeyer
 - Treasurer – Susan Fletcher-Gutowski
 - Membership Secretary – Nancy Hunt
 - Nominations committee – Rhonda Leitch, Nicole Bryan Nomides, and Janice Schimmel
 - Gigi will announce results at Winter Luncheon & thank all who ran.
- H. Advocacy – Judene Bartley sent report.
- Handout distributed, reviewed, and discussed.
 - DHHS & CDC – Respiratory protection for ‘flu pandemic with respirators; APIC & SHEA response against; removed what public would use for protection: no fit test or time limits – see link in report; will post update soon
 - MDRO – Keystone HAI – active surveillance cultures; BCBS extended deadline through end of December to sign-up (e.g., Hand hygiene monitoring).
 - Can send out BCBS participating agreement is extended (e.g., Newsflash).
- I. Bylaws chair – Stephanie Borngesser
- Latest edition of Bylaws; waiting from National with formal approval before posting on website.

III. Items From the Floor/Open Discussion

- A. Doris – Vicky M’s mother passed away unexpectedly
- B. Bev – can’t attend on Friday
- C. Need brief General Business Meeting at Winter/Holiday Luncheon
- D. Thank you to Gigi for hosting and providing snacks

IV. Adjournment - 5:00 p.m.

Respectfully submitted,



Joan M. Wideman, Recording Secretary