



**APIC-GD Board Meeting
January 30, 2007
Location/Host: Botsford Hospital – Zieger Center**

Call to order

1. President – Janet Moody

- A. The meeting was called to order by President Janet Moody at 4:14 p.m. In attendance: Stephanie Borngesser (conference call), Nancy Hunt, Susan Fletcher-Gutowski, Gigi Kelm, Rhonda Leitch, Bev Mihalko, Janet Moody, Doris Neumeyer, Janice Schimmel, and Joan Wideman.
- B. The minutes from the November 29, 2006 Board Meeting were approved with corrections; file minutes. The minutes from the December 1, 2006 General Business Meeting were reviewed no corrections were indicated; file minutes.
- C. Chapter Leadership News Highlights & Discussion
 - Nothing major from National
 - Program / Education Committee to be split so dedicate person for Best Practices; discussion & suggestions provided
 - Explore members only section for website; Gigi to check w/ Karen on feasibility
 - Job Postings free for any member or local health department; others \$100 for 30 days
 - Yahoo groups can be used for membership
 - Rest of chapter policies to be modified & sent back out (Bev); requested any volunteers to compare National Handbook, bylaws & ours; each officer to do own & get back to Janet & Bev; latest chapter handbook was 2005 on APIC national website.
- D. Reviewed and discussed Chapter Goals for 2007
 - Discussion – can we do something to make money? (workshop, daycare providers, outreach; explore CEUs for other groups; increase bottom line
 - Summary:
 1. Revision of Chapter Handbook
 2. Look for Outreach program to community to generate revenue
 3. Enhance membership services & communication through the website
- E. Announcements
 - Chapter Leadership News email; will forward the 1/17/07 & all future emails from National to Board members.

2. Past President – Gigi Kelm

- Website update – crashed and “on hold” for now.

3. President Elect – Doris Neumeyer

- Nothing to report

4. Treasurer – Susan Fletcher-Gutowski and Nancy Hunt - past Treasurer

- Membership application on Chapter website outdated; download from National & post current on our website
- Distributed & discussed Balance sheet for 1/1/06 – 12/31/06; ending balance of \$10,851.19 compared to year start at \$11,107.18
- Distributed & discussed Year end financial report; income & expenses
- Budget for 2007 discussed; verify website host & domain name (due 2/2/07)
- Discussed financial history
- Distributed new voucher form; discussed; meal reimbursement – no alcoholic beverages
- Voted and accepted financial report
- Job posting – request a process; Bev & Janet will incorporate into draft policies
- Reviewed & discussed recommendations from past-Treasurer; final accounting pending on Best Practices program for 2006 - Joan will check with MSIC (Judy Gula)
- Board thanked Nancy for her two terms of service to the Chapter

5. Secretary, Recording – Joan Wideman

- Nothing to report; updated job description pending draft

6. Secretary, Membership – Nancy Hunt

- Updated membership roster; Janet was able to download; will forward to Board
- Will review handbook
- Be more involved

7. Education/Program Committee – Bev Mihalko

- Ideas discussed
- Elaine Flanagan forwarded notification from Pall re: speaker sponsorship on waterborne and legionella; tentative first day of Spring – March 21 Dinner lecture; not to exceed \$25-35 per person for meal and facility
- Willingness to serve form to Janet

8. Nominations Chair – Rhonda Leitch

- Check with Janice Rey for information / paperwork on Nominations
- Bylaws to be posted on website; verified with Stephanie on process for Nominations Committee; Rhonda will be Chair with members Janice Schimmel & Nicole Bryan-Nomides

9. Advocacy – Judene Bartley

- Report submitted in advance via email
- Reviewed, and discussed
- Joan will clear with Judene if okay to convert report to PDF and place on website

10. Bylaws chair – Stephanie Borngesser

- Still waiting from National with formal approval before posting on website.

11. Items From the Floor/Open Discussion

- Drawing for one paid conference fee for a Board member to attend San Jose; winner is Stephanie with Gigi as runner-up in case Steph can't attend
- Deadline for Job Descriptions & Policies is February 28 – send to Janet

Thank you to Janet for hosting and providing snacks

I. Adjournment - 6:10 p.m.

Respectfully submitted,



Joan M. Wideman, Recording Secretary