



**APIC-GD Board Meeting
May 17, 2007**

Location/Host: Botsford Hospital – Zieger Center

1. Welcome

- The meeting was called to order by President Janet Moody at 4:10 p.m. In attendance: Judene Bartley (conference call), Nancy Hunt, Gigi Kelm, Rhonda Leitch, Bev Mihalko, Janet Moody, and Joan Wideman.

2. Approval of Minutes

- The minutes from the January 30, 2007 Board Meeting were approved as written; convert to pdf for website including past minutes (send to Gigi Kelm); file minutes.

3. Old Business

- **Officer list of duties**
 - Not all in yet; Joan will resend electronic copies to Board members
 - Reviewed recording secretary = okay
 - Please send to Janet within 3 weeks
- **Chapter Handbook Policies**
 - Tabled; not completed
- **Best Practices update**
 - Rosemary Ham, Pres-Elect of MSIC is coordinating; E Flanagan previous coordinator on behalf of APIC-GD
 - Need to send approval for Best Practices presenters – scheduled for August 17th
 - Dr. Anne Chen, Henry Ford Hospital, renown speaker on MDROs
 - Also scheduled are 6-Sigma and tight glycemic controls; Lynn Meadows, New Hudson BC Center
 - Memorandum of Understanding form- use the BCBS form as simpler
 - Check with APIC national – Ralph R. - attorney or call Ken Start – CFO
 - Need to adjust form because duties have been changed
 - Janet will check with National to see if accept
 - Jennifer Madigan will work with vendors
 - May ask Board members to help out
- **National APIC Conference Attendee**
 - Stephanie Borngesser unable to attend therefore Gigi Kelm will represent (runner up). Missed early-bird therefore may need to pay full conference fee; report for next meeting; maybe appeal with national; check with Shawn as attending as chapter rep.
- **Website – “Members Only” section** (Gigi Kelm)
 - Discussed; no consensus to pursue “Members Only” section at this time

- Lots of work completed on website
- Okay to put on Judene's report
- Keep announcements on there and update; remove links, add MDRO, new TB and Pandemic Prep from MDCH; MIOSHA adoption of guidelines (allowing skin testing is pending); remove other old links, verified Willingness-to-Serve and Membership application form are current.
- Update open positions for 2008: President-Elect, Recording Secretary, Nominations Committee
- Verify link to membership secretary
- Add links to ACIP, www.immunize.org, NIP, etc.
- Board members send items and links to Gigi to communicate with Karen N (webmaster)
- Renewal of website has been paid
- Job postings should be prepaid (if non-member); all should expire within 30 days of listing
- **Fundraising workshop**
 - Discussed ideas: daycare, physician offices, school clinics, possible MRSA and BBPs
 - Michigan Health plans; Michigan Medical Society
 - Include HazMat/Right-to-Know?
 - Hot topics, annual, foodborne; perhaps Janet Jennings (BCBS) or Kevin Kelly (Michigan Health & Safety Coalition) or Virginia Hasback (BCBS) may have ideas; Janet M will contact.
 - Could provide Certificate of Attendance

4. New Business

- **President – Janet Moody**
 - Research Foundation Silent Auction – discussed and agreed to contribute not to exceed \$100; Rhonda L. can donate an afghan; other ideas discussed.
 - International Federation of IC request for donations; motioned and approved \$100 to IFIC; may request Candace F. to do a presentation at future meeting
- **Education/Program Committee – Bev Mihalko** (*report order changed from agenda*)
 - Ideas discussed; looking for location for possible Friday in July; Bev will email Board members when solidified
 - Remember donations for TB clinic
 - Possible Vendor donation to help with expenses
- **Past President – Gigi Kelm**
 - Website update already discussed
 - Will be going to San Jose; Gigi to represent chapter - discussion on attending session for President vs. Treasurer break-out session
- **President Elect – Doris Neumeyer**
 - Nothing to report
- **Secretary, Membership – Nancy Hunt** (*report order changed from agenda*)
 - Membership down from 115 to 93

- Membership expired at end of year and not renewed – reasons unknown; have some new names; ran list on Saturday; emailed new member
 - Discussion as to reasons: perhaps if paid by employer or not
 - Had emailed Crystal Moon at national about process
 - We don't have a new member packet; should we develop one; use a personalized email introduction?
- **Treasurer – Janet Moody for Susan Fletcher-Gutowski**
 - Report distributed; included the proposed budget that was submitted to national office and first quarter 2007 – ending balance as of 3/31/07=\$11,200.35
 - Fee for national conference will increase
 - Honorarium for Pall sponsored speaker not yet reimbursed
 - Report accepted; use email for any questions to Susan
- **Secretary, Recording – Joan Wideman**
 - Nothing to report
- **Nominations Chair – Rhonda Leitch**
 - Awaiting information from Janice Rey
 - Poster to be created, e.g., similar to Uncle Sam wants you, with WTS forms and list of open positions; bring to meetings
 - Committee plans to do a lot of telephone calling
 - Provide job description
 - Offer mentoring program so newly elected persons will have help
- **Advocacy – Judene Bartley**
 - Report submitted in advance via email to Board members
 - Reviewed and discussed
 - Regulated Medical Waste – looking for sponsor(s)
 - ABHR – clarification of 12 vs. 6 inches from center – clarified from CMS Kim Osborne, Office of Fire Safety
 - Watch website – expect Isolation Guidelines soon
- **Bylaws chair – Janet Moody for Stephanie Borngesser**
 - Still waiting for National response; were updated 2005
- **Items From the Floor** = nothing additional

Thank you to Janet for hosting and providing snacks

Adjournment - 5:55 p.m.

Respectfully submitted,



Joan M. Wideman, Recording Secretary