

DATE: August 3, 2018

Board of Directors Meeting Minutes

Attendees: Diane Cullen, Asif Sayed, Mia Cuttitta, Lisa Sanders

Agenda Item	Presenter	Discussion	Responsible party/due date
Speakers	Diane/Asif	<ul style="list-style-type: none"> • We are short 2 speakers—made 2 slots at the end of each day; we can drop the slot if we don't find speakers • Theresa is going to ask IDPH if someone can talk about Candida auris • Lynn sent something on ultrasound probes that may be something we can use as a topic • Surfacide said they could find us someone to speak-should have more information by the end of the day today (Friday August 3, 2018) • Sylvia only has 30 min—she needs an hour. She will report on the Joint Commission and what they are looking for in facilities; compounding, ligature risk etc....called "The 411" to help organizations better prepare for a survey; change her time from 830-930. 	
Vendors	Diane/Mia	<ul style="list-style-type: none"> • Mia has letters to send out to vendors, will send to Diane for approval; lists are ready to go—will send out the first week of August • Some vendors are asking separately too—if an inquiry comes in we can forward to Mia • A letter tells them to respond to the APIC Chicago email address with interest • Asif—look over the vendor list and see if we need to add additional vendors • Metrex is inquiring about participation—they may be able neutralize some of the costs for lunch • Looking for someone to sponsor the breakfast as well • Need to post something on the website for the vendors for sponsorship—Diane posted something, but it didn't go through. Need to figure out a way to make an announcement 	<p>Mia—send out letters first week of August</p> <p>Asif—Determine if the list of vendors is sufficient or if we need more by end of week (8/10/18)</p> <p>Lisa will work on posting something on the APIC website by the end of the week (8/10/18)</p>

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Schedule	Asif	<p><u>DAY ONE</u></p> <p>7-8 Registration 830-930 First Speaker 930-945 Break 945-1045 Second speaker 1045-1100 BREAK 1100-12 Third Speaker 12-130 LUNCH 130-230-Speaker 3 Water management 245-345 Speaker 4 Isolation de-escalation 4-6pm Reception sponsored by Teleflex to follow meeting</p> <p><u>DAY 2</u></p> <p>7-8 am Breakfast 8-9 First Speaker Dr. Saint 9-915 Break 915-1015 Second speaker—Catheter bundle: is your team complete (Ethicon?) 1030-1130-Third Speaker (try to get a local speaker—Maybe Mary Alice or someone from IDPH?) 1130-1230 BOD Wrap Up</p>	Asif to finalize based on added speakers
Hotel	Diane	There seems to be some interest in the hotel—we have had 2-3 members voice interest, as well as Diane and Lisa. We can also offer the discount to speakers, and we will need to provide a room for at least one of our speakers as well	Diane will block rooms