



DATE: March 13, 2019

Board of Directors Meeting

Attendees: Mia Cuttitta, Asif Saiyed, Lynn Skelton, Allison Folkerts, Lisa Sanders

Call in: Diane Cullen, Sylvia Garcia Houchins, Mona Shah

REPORTS	PRESENTER	DISCUSSION	ACTION	RESPONSIBLE PERSON	COMPLETION DATE
Call to Order	Lynn Skelton	1720		NA	
Wins	Board Members	<ul style="list-style-type: none"> • Auto renewal emails sent at 30, 60, 90 days before expiration, as well as once members are expired • Many LTC IPs have requested to be members of APIC Chicago • Successful LTC Conference with good attendance 	Informational		
Old Business	Lynn Skelton/Diane Cullen	<ul style="list-style-type: none"> • Strategic Plan <ol style="list-style-type: none"> 1. Membership committee <ul style="list-style-type: none"> • needs assessment • Reach out to local health departments to get them involved • Reach out to HAI Liaison from IDPH • Dialysis partners? • BOD meetings—plan to post on website to alert members and send an email 3 weeks and 1 week before meeting to increase participation 2. Mentorship—nothing to report; has been on hold 3. Communication/Web Enhancement— 	Discussion/Informational	<ul style="list-style-type: none"> • Lisa to send needs assessment once agreed upon by the group (Asif to send prior year assessment) • BOD to send LHDs that the partner with to Lynn. <p>Lynn to compile a list to send to BOD members—each will complete with their local reps</p>	<p>LHDs names and contacts to Lynn by 3/31/19</p> <p>Lynn to develop total LHD list and send out to BODs by</p>



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		<p>need to increase presence on social media</p> <p>4. Education</p> <ul style="list-style-type: none"> Send an email for a call for volunteers <p>5. Public Policy—identify interested members</p> <p>6. Philanthropy—need to identify someone to lead this</p> <ul style="list-style-type: none"> Schools Sponsor for events Sponsorship for APIC Chicago events <p>7. Financial planning—continue to investigate opportunities for investing our money</p>		<ul style="list-style-type: none"> Lisa will set up email reminders to membership regarding BOD meetings Lynn will look for a larger space for meeting since we are making them open to the membership Lynn will change the June meeting as it is scheduled during national—change to after spring conference 	4/10/19
President’s Report	Lynn Skelton	<ol style="list-style-type: none"> President’s Report (see attached) APIC Chicago Chapter Data Sheet submitted APIC Star Chapter—see packet; many resources offered on the website APIC Chicago Facebook page <ul style="list-style-type: none"> The current APIC Chicago FB page is attached to Linda Steins personal FB page. We need to figure out how to transfer this to an APIC Chicago FB page without losing our 60 	Presentation /Discussion	<p>Lynn will add social media to strategic plan</p> <p>Allison to work with Asra on getting our APIC Chicago FB page independent for Linda</p>	4/10/19

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		<p>followers.</p> <p>5. Other Opportunities</p> <ul style="list-style-type: none"> • Update the dues rates—have we ever increased them? Not that anyone can remember. We are one of the more expensive ones in the area • Do people want a paper member directory? • Do we have a list of sponsors that are willing to sponsor something this year? Can we reach out to them proactively? Mia has a list of all vendors that sponsored something last year • We will fill in the blanks on the list of other reps we can contact and add more—send out email to vendors from APIC Chicago to ask what they are willing to sponsor <p>6. APIC Chicago Website</p> <ul style="list-style-type: none"> • Content Audit on the Website—remove retired board members etc..... • Promotion of FB and website for IPs—do a promotion of what our site can do for them • Web master—manage the website perhaps for a free membership? Mia to reach out to Asra Salim—she accepted!! If she does not have an active membership we will 		<p>Steins personal account</p> <p>Mia to send out the list of vendors to the BODs. The BODs to review list and add vendor’s names and contacts to the list and send back to Mia.</p> <p>Lisa to send complimentary APIC Chicago membership for Asra for volunteering to be our Webmaster.</p> <p>Mia to remove 2018 fall sponsors from the APIC Chicago website</p>	<p>3/31/19</p> <p>3/18/19</p> <p>3/31/19</p>

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		<p>offer her one complimentary. Add to APIC Chicago BOD meetings. (Lisa will work on this)</p> <ul style="list-style-type: none"> Remove sponsors from 2018 FALL EDUCATION EVENT from website (Mia) 			
Membership Report	Lisa Sanders	<ul style="list-style-type: none"> Posting to the website guidelines Be sure to proofread all documents before submission Add APIC Chicago logo if appropriate Documents will be submitted “as is” so ensure they are ready for the public when sent Our website was hit with a SPAM bot, which made our non-members over 5000. This has been corrected and we are now around 250 non-members 	Discussion/a pproval	Membership	
Treasurer	Mia Cuttitta	<ul style="list-style-type: none"> APIC Chicago Total Meeting Revenue discussion 2018/2019 <ol style="list-style-type: none"> Report reviewed—discussed that we might be able to go in and adjust money collected after the event; Mia and Lisa to investigate. This will make the revenue report accurate 2018 Tax filing—Mia will complete 		Mia	Next meeting Next meeting

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		<ul style="list-style-type: none"> 2019 Budget—complete; Mia will send to Lisa to be sent out for approval. 	Mia to send budget to Lisa	Mia Mia	3/21/19
Education	Asif Saiyed	<ol style="list-style-type: none"> 2019 LTC Conference 3M Educational Conference—working on the venue; will have an update this week Fall Educational Conference—discussed seating options and decided on round tables if members did not have their back to presenters; will look at new venues; tentative dates are 10/24/19 and 10/25/19 <ul style="list-style-type: none"> 2 tiers for vendors this year platinum and gold Seek volunteers, potentially for: <ul style="list-style-type: none"> ✓ Education ✓ Fall conference ✓ Registration ✓ Raffles 	<p>Asif to update BODs on 3M venue and dates</p> <p>Asif will schedule visits in Lisle and Naperville for potential fall conference venues and let the board know</p>	A. Saiyed	<p>3/21/19</p> <p>3/21/19</p>



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		<ul style="list-style-type: none"> ✓ Social Media poster ✓ Event Photographer • Ensure we have a certificate of participation for all events, especially if we do not have CEs available for the event 	Develop a Certificate of Participation	Lisa	3/19/19
Legislative Report	Allison Folkerts	Deferred			
Bylaws Report	Mona Shah	Deferred			
Open Discussion	Board Members	None			

Respectfully submitted: Lisa Sanders March 15, 2019