

Chicago APIC 002. July 17, 2018 Meeting Minutes

Topic: October Education Event

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

Topic	Discussion	Responsible party/due date
Upcoming Events	Reviewed	Informational
Logistics of Venue	<p>Hamburger University- Hyatt Lodge at McDonald's Campus 2815 Jorie Blvd Oak Brook, Illinois 60523</p> <p>October 25: 7 am (registration)- 4: 15 pm, reception to follow October 26: 7 am-12:30 pm</p> <p>Day 1: All event activities will occur on the second floor with the large conference room (224). Day 2: Breakfast will occur on first floor with vendor set up. Conference proceedings will occur in 222</p> <p>Walked through the space to visualize details</p> <p>Discussed accommodations at the Hyatt Lodge. We must guarantee at least 8 rooms to request a block at a discounted rate. Will wait to see if we get a response from Central APIC, Milwaukee APIC and our own members</p>	<p>Informational</p> <p>Follow up at next meeting</p>
Annual Meeting	<p>Star chapter email problem: Many members are not receiving our emails. Diane has created an APIC Chicago gmail account so that all official emails can be sent through that address.</p>	<p>Lisa will send Diane an excel file with the member names and email addresses by 7/20/18. Lisa will keep this list updated and be responsible for sending communications out to members.</p>
Speakers	<p>2-day event will require a total of 9 speakers. Currently, we have the following:</p> <ul style="list-style-type: none"> • TJC (Garcia and Campbell) • Sharps Safety (Grimmond) 	<p>Asif and Education Committee:</p> <ul style="list-style-type: none"> • Save the date: Lisa will have ready by Friday 7/20; will send to group for approval • Final list of speakers by Friday 7/20--Asif

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	<ul style="list-style-type: none"> • Leadership (Saint) <p>Possible other speakers:</p> <ul style="list-style-type: none"> • Presentation on isolation de-escalation • Legionella (O'Connell) 	<p>Diane to reach out to Chris Silkaitis to see if she or her team could present</p> <p>Asif will confirm</p>
<p>Preliminary agenda:</p>	<p>Day 1:</p> <ol style="list-style-type: none"> 1. 7-8 am Registration 2. 8-9 am: Speaker 1 3. 9:15-10:15: Speaker 2 4. 10:30-11:30: Speaker 3 5. 11:30-1: Lunch/vendor 6. 1-2pm: Speaker 4 7. 2:15-3 pm: Speaker 5 8. 3:15-4: Speaker 6 9. 4:15-6: Reception <p>Day 2:</p> <ol style="list-style-type: none"> 1. 7-8: Registration 2. 8-9: Speaker 7 3. 9:15-10:15: Speaker 8 4. 10:30-11:30: Speaker 9 5. 11:30-12:30: BOD wrap up 	<p>Diane/Asif: Complete agenda: August 15</p> <p>BOD wrap up at an offsite location during lunch</p>
<p>Costs</p>	<p>Facilities (includes breakfast and lunch): \$15,5000 AV: \$4000 Reception: TBD (Diane to follow up) Speakers: TBD (Asif to work with speakers and vendors to offset costs)</p> <p>Group decided this would not be budget neutral however we will try to offset costs by:</p> <ol style="list-style-type: none"> 1) Vendor sponsors (Diane and Mia) 	<ul style="list-style-type: none"> • Diane and Mia will begin working on sponsor program • Diane will put up a 'call for sponsor' on APIC Chicago website by July 1 to let vendors know about upcoming event (did this occur? I don't see anything on the website) • Lynn will reach out to APIC Central Illinois to assess interest, as well as APIC Milwaukee

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	<p>2) Registration costs Registration costs:</p> <table border="1" data-bbox="380 383 1167 639"> <thead> <tr> <th data-bbox="380 383 590 493"></th> <th data-bbox="590 383 747 493">APIC Chicago Member</th> <th data-bbox="747 383 951 493">Non-Chicago, APIC member</th> <th data-bbox="951 383 1167 493">Non-member</th> </tr> </thead> <tbody> <tr> <td data-bbox="380 493 590 529">Day 1 (only)</td> <td data-bbox="590 493 747 529">\$30</td> <td data-bbox="747 493 951 529">\$50</td> <td data-bbox="951 493 1167 529">\$80</td> </tr> <tr> <td data-bbox="380 529 590 565">Day 2 (only)</td> <td data-bbox="590 529 747 565">\$20</td> <td data-bbox="747 529 951 565">\$30</td> <td data-bbox="951 529 1167 565">\$40</td> </tr> <tr> <td data-bbox="380 565 590 639">Day 1 and 2</td> <td data-bbox="590 565 747 639">\$40</td> <td data-bbox="747 565 951 639">\$70</td> <td data-bbox="951 565 1167 639">\$110</td> </tr> </tbody> </table>		APIC Chicago Member	Non-Chicago, APIC member	Non-member	Day 1 (only)	\$30	\$50	\$80	Day 2 (only)	\$20	\$30	\$40	Day 1 and 2	\$40	\$70	\$110	<ul style="list-style-type: none"> Discussed booking a block of rooms, will wait to hear from APIC Central Illinois.
	APIC Chicago Member	Non-Chicago, APIC member	Non-member															
Day 1 (only)	\$30	\$50	\$80															
Day 2 (only)	\$20	\$30	\$40															
Day 1 and 2	\$40	\$70	\$110															
<p>Parking lot items for next meeting</p>	<p>Next year's open board positions Nominating Committee Gifts for event Brochures for event</p>																	
<p>Next Meeting</p>	<p>Proposed dates: Friday August 3—At Silvercross prior to the education event?</p>																	