

DATE: APRIL 11, 2017

QUARTERLY BOARD MINUTES

Attendance: L. Stein, A.Saiyed, D. Cullen, Guest: A.Bisht Absent: R. Larson, B. Ruber, L.Skelton

REPORTS	PRESENTER	DISCUSSION	ACTION	RESPONSIBLE PERSON/TEAM	COMPLETION DATE
President	Linda Stein	<ul style="list-style-type: none"> Active membership directory now on-line Question for the board: <ul style="list-style-type: none"> Do we want to combine position of Legislative Representative and Recording Secretary? Amend the bylaws to include this position as a board member? (as increasing Advocacy is part of our strategic plan) APIC Nat'l Treasurers call slides were reviewed Requested to use verbiage "Educational Support" vs "Scholarship". In a tax exempt status requires group benefit, not individuals. As long as the membership receives the benefit of the conference it is acceptable, New electronic 990 submission to IRS 	Send vote to Board and membership (Dec Business Meeting)	Linda/APIC Board	Jan 2018
Membership Report	Robin Larson	Deferred	Send email to lapsed members to determine accuracy.	Robin Larson	April 12, 2017
Treasurer	Diane Cullen	<ul style="list-style-type: none"> Diane presented current balance sheet \$110,580.30 Combined Savings/Checking IRS Form 990N- ask Crystal or the Comptroller Investigate alternative investment opportunities Confirm Maggiano's for Dec 6th (1st Wed) 	Call & determine if need to resubmit 2016 electronically or if APIC Nat'l completed	Diane Cullen	
Education	Asif Saiyed	April 28 event 80 Registered-68 Members/12 Non-members <ul style="list-style-type: none"> Insurance done Registration list in excel sent to Lynn Dressler Lynn D will work the registration desk Name Badges 	Confirm all with Lynn Dressler Check on Continental Breakfast catering & cost	Asif Lynn Dressler	

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		<p>Table arrangements</p> <ul style="list-style-type: none"> • APIC will sponsor continental breakfast. • AV equipment, computer and microphone is arranged • Reminder needs to go out about event with link to PP slides <p>• Survey to be distributed at April 28th event Who members are and what topics they would be of future interest? Raffle (2) Panera gift cards for random draw from raffle participation</p> <p>Asif phone conf with Bridget Bucholtz (IHA) regarding partner event in July? APIC interested in EPI 101 in Chicago-Possible Spring 2018?</p> <p>October 27th Event Confirmed Russ Olmstead-PIV infections Need to check on alternative venues-Close to Hwy -Marriott (Higgins/Cumberland) -Hyatt express (River Rd/Devon)</p>	<p>Send PowerPoint slides to registered & place online. Attendees can print or download on their own</p> <p>Create with Asif, questioner that can be used at Spring event to capture key facts about members</p> <p>Diane to get (2) 25.00 gift cards</p> <p>Asif to solidify details</p> <p>Asif to confirm</p>	<p>Asif/Linda</p> <p>Analj</p> <p>Diane</p> <p>Asif</p>	
Legislative Report	Anjali Bisht	<p>Determine date for Advocacy Day in Illinois. Submit potential cost for travel, hotel etc. to the board for pre-approval</p>	Anjali to submit to board for approval	Anjali	
Open Discussion		<p>Start advertising for open positions for CY 2018</p> <ul style="list-style-type: none"> • Treasurer • President • Education Director + (3) committee members • Membership Secretary 	Linda to send list to nominating committee to begin early recruitment.	Linda	

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		<ul style="list-style-type: none"> • 3 Nominating Committee Members <p>Diane has someone interested in “Webmaster role”</p>	<p>Diane to send introduction to webmaster-board members</p> <p>orient to starchapter</p> <p>Obtain administrative access for individual.</p>	<p>Marge/Linda/Diane</p>	

Respectfully submitted: L. Stein Date: April 11, 2017