

DATE: MAY 30, 2017

QUARTERLY BOARD MINUTES

Attendance: L. Stein, A.Saiyed, B. Ruber, L. Skelton Guests: A.Bisht, M. Gribogiannis Excused: D. Cullen, R. Larson,

REPORTS	PRESENTER	DISCUSSION	ACTION	RESPONSIBLE PERSON/TEAM	COMPLETION DATE
President	Linda Stein	<ul style="list-style-type: none"> Upcoming APIC National Conference June 14-16, 2017 Portland Approval of covering Board expenses at APIC. Adding Legislative Chapter Representative to as a board position beginning Jan 1, 2018 	<ul style="list-style-type: none"> Board approved coverage of registration fee for board members-with completion of (i.e. synopsis for the newsletter article or live presentation at Oct event) from a presentation from the conference Board approved new position vote 4 of 4 (Stein, Ruber, Saiyed & Skelton) APIC conference template & reimbursement info sent to Board members (5/30/17). To be sent completed to Diane for reimbursement by July 15th. 	Linda/APIC Board	July 15, 2017
Membership Report	Robin Larson	Send email to lapsed members/nonmembers to increase awareness & membership.	<ul style="list-style-type: none"> Stein sent letter to all Non-chapter National APIC Members, highlighting the benefits of the chapter. 	Robin Larson	May 3, 2017
Treasurer	Diane Cullen	<p>Treasurers report 100,569.34 Savings 10,208.29 Checking Nat'l APIC sent email requesting bank acct numbers for direct deposit of member dues (4th Qtr & 1st Qtr)</p>	<ul style="list-style-type: none"> Confirm Maggiano's for Dec 6th (1st Wed) Need to send deposit \$1000.00 Stein called Crystal Moohn to verify, as we have had dues directly deposited for several years. It was stated that they have new leadership and had gaps in records. Verbal acct info given 	Diane Cullen	May 30, 2017
Education	Asif Saiyed	<p>Thank you to Asif & team April 28 event-successful 80 Registered-68 Members/12 Non-members October 27th Event Single source for vendor registration to avoid confusion. PayPal will be the only means for</p>	<ul style="list-style-type: none"> Sign contract with Aramark-Diane AV equipment, computer and microphone included in contract. Insurance-Diane Letter to vendors with new registration process once number is determined. (Lynn & Diane) 	Asif/Diane/Barb/Lynn	July 30, 2017

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		<p>vendors to pay. Asif to determine maximum number of vendors using the Sq. Footage diagram from Aramark.</p> <p>Confirmed Russ Olmstead-PIV infections. Add topics; Sepsis/pneumonia, Hemodialysis, Hand Hygiene</p> <p>Anjali volunteered to assist Asif with vendor table arrangements. Barb to identify vendor categories of donation.</p> <p>Thank you to Anjali for creating and analyzing the conference member's survey.</p>	<ul style="list-style-type: none"> Registration desk-Contact Carol Schultz for name.(Registration desk, name badges, CEU distribution, evaluations)-ASIF Vendor Table arrangements \$1000, \$500, \$300 describe difference? Contact Dr. Emily Lanndon-Hand Hygiene Dr. Bob Weinstein Membership needs assessment reviewed. Used ideas from survey to plan for October topics. 		
Legislative Report	Anjali Bisht	Determine date for Advocacy Day in Illinois for 2018. Submit potential cost for travel, hotel etc. to the board for pre-approval	<ul style="list-style-type: none"> No new advocacy updates to report-Anticipate update after National APIC Conference. Anjali to submit to board for approval 	Anjali	2018
Open Discussion		<p>Start advertising for open positions for CY 2018</p> <ul style="list-style-type: none"> Treasurer President-elect Education Director + (3) committee members volunteers Membership Secretary 	Linda to send list to nominating committee to begin early recruitment.	Linda	July 30, 2017

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		<ul style="list-style-type: none"> 3 Nominating Committee Members <p>Diane has someone interested in "Webmaster role"</p> <p>Need to complete the roles & responsibilities for open positions</p> <p>Plan for Roundtable panel discussion-Networking/mentorship 5:30 Mingling 6:30-8:30 Roundtable event</p>	<p>Diane to send introduction to webmaster-board members .Orient to star chapter</p> <p>Obtain administrative access for individual.</p> <p>Barb volunteered to draft the FAQ & define roles/responsibilities.</p> <p>November? Located at ACL-Rosemont-Asif to investigate availability.</p> <p>Identify members that have papers/abstracts/podium at Nat'l or are willing to discuss topics of interest.</p>	<p>Marge/Linda/Diane</p> <p>Barb</p>	<p>July 6,2017</p>

Respectfully submitted: L. Stein Date: 5/31/17