



**Badger APIC Board of Directors Meeting
September 13, 2011
Cedar Creek Country Club, Onalaska**

CALL TO ORDER: at 9:05 am by President Mel Reppen

ATTENDANCE:

Diane Dohm-Present	Brian Virgin-Excused	Peg Dobrovolny-Present
Mary Flynn-Excused	Mary Jo Stokes-Present	Bridget Pfaff-Present
Michelle Schmitz-Present	Dick Matushek-Excused	
Linda McKinley-Present	Mel Reppen-Present	

NEW BUSINESS ITEMS –

APPROVAL OF MINUTES: July 2011 meeting minutes were approved as written.

Badger APIC Files (Electronic and Paper) – Michelle Schmitz

Michelle Schmitz has completed the back-up of all electronic data files. A copy of all Badger Files will be kept on the Badger APIC laptop and Badger APIC flash drive.

Website File Maintenance – Michelle Schmitz

Nothing to report.

Resource Committee and Vendors – Nothing to report.

BUDGET and FINANCE REPORT – Mel Reppen for Brian Virgin and Dick Matushek (see attached report for details)

- Total Ending balance \$ 14,509.64
- Regular checking balance is \$1,173.83
- Regular Money Market fund balance is \$8,205.93
- State Reserve Fund - \$3,015.32
- Sister Chapter fund – \$2,114.56
- Scholarship fund: \$500.00 still available from the general scholarship fund.

PROGRAM – Linda McKinley and Bridget Pfaff

- November 2011 meeting will be hosted by Deann and Diane at Hospice. The program will be Infection Control Risk Assessment by Bridget Pfaff and Mary Jo Stokes.
- January 10, 2012 meeting program will be Quality Improvement in Infection Control at the Dept. of Corrections.

MEMBERSHIP COMMITTEE – Mary Jo Stokes

- There continues to be a drop in membership to 87 members.
- Bridget and Mary Jo have asked the board to approve the use of the MyAPIC as our chapter directory. Mary Jo will set up directions for MyAPIC with screen shots for members. The goal is to have all members on the listserve by November.

WORLD WIDE RELATIONS / INTERNATIONAL COMMITTEE – Linda McKinley

Needs assessment from the Nairobi Sister Chapter include:

- Financial assistance to purchase or print educational materials
- Linda will have a discussion with Rose regarding the purchasing of the APIC text.
- The board is questioning what the money is used for that we provide to the sister chapter. Linda will ask Rose to provide in writing what the money is used for.
- The board approved \$1000 be sent to Nairobi via wiring to their bank.
- Rose nominated as a presenter for the 2012 National APIC. Funds are still available to supplement Rose's trip to National APIC 2012 if she is selected as a speaker.

BYLAWS COMMITTEE - Peg Dobrovolny

- Nothing to report from National APIC.

NOMINATION & AWARDS COMMITTEE-Bridget Pfaff and Peg Dobrovolny

- We need to define the positions of vendor recruitment, CBIC preparation, website liaison, file backup, bylaws.

The board decided that the board of directors should fill these positions. This information will be communicated at the January meeting for the changing of the positions.

- 1 year board term – Vendor and Resource Representative from the board
- 2 year board term – Website maintenance and file backup.
- Past president will be the liaison to nominating and awards committee.
- President elect will be the program chair.
- Board members need to make a commitment to regularly attend the meetings and/or send their materials with another board member.
- Nancy Moskal volunteered to take Anna's 2nd year of her two year term as a board member.
- Mel volunteered to organize a separate meeting in October for the board to specifically discuss and organize the roles of the various board members and extra positions like web liaison, etc.

Each board member is to summarize their roles in the various positions and bring the descriptions to the November meeting. We will include these descriptions in the next election so individuals know what the expectations are for the various positions.

PUBLIC HEALTH REPORT - deferred to business meeting.

LEGISLATIVE UPDATE – Nothing to report

Meeting adjourned at 1000 AM.

Respectfully submitted,
Michelle Schmitz
Acting Recording Secretary