



**Badger APIC Board of Directors Meeting
March 9, 2010
Divine Savior Healthcare, Portage**

CALL TO ORDER: at 9:04 AM by President Bridget Pfaff

Present: Diane Dohm, Maria Leary, Mel Reppen, Mary Jo Stokes, Brian Virgin, Michelle Schmitz, Anna Hutchings, Jeannie Druckenmiller.

NEW BUSINESS ITEMS – None

APPROVAL OF MINUTES: There was one correction to the January 2010 minutes: Diane Dohm left the 2009 Board as Treasurer, not-Treasurer-Elect, to become a Board member. ACTION ITEM: Diane moved, Brian seconded a motion to approve as corrected the minutes of the Jan.19, 2010 meeting. Motion passed.

Bridget pointed out that we are short one Board member at this time: In 2009, Mel had to resign her position on the Board in order to run for President-elect. The Executive committee voted to leave the last year of her board position (2010) open. This is consistent with our bylaws.

BUDGET and FINANCE REPORT – Michelle

- Budget
 - \$10,851.11 = current balance.
 - Recent expenses include: 1) hosting the January meeting, 2) paying the web master, 3) payout of \$244.95 for a 2009 No Strings scholarship (scholarship was used in '09 and paperwork was submitted in '09).
 - A checking account in the amount of \$500 (donated by Dr. Kowalski) was established for fundraising for our Sister Chapter in Nairobi.
 - Regular checking balance is \$2018.61
 - Regular Money Market fund balance is \$5332.50
 - State Conference Reserve money market fund balance is \$3000.
 - The current anti-virus software for the laptop is about to expire. Because the laptop came well equipped with anti-virus software, it was decided not to renew the special software.
 - We have 2 vendors here today = \$600 (Ethicon Biopatch and Lift Seat).
- Scholarships
 - There has been no activity with scholarships.
 - Scholarship forms are available on the web site and from Brian.
 - Scholarships must be applied for and used in the current calendar year and for an infection prevention-related educational function.

PROGRAM - Mel

- The results of the needs assessment and January meeting evaluation were included in the January Newsletter. It was decided to continue to include the evaluation in future newsletters.
- Overall, the January meeting got a good evaluation.
- Some people travel a great distance (>200 mi) to get to a meeting. The number one choice for meeting locations is Madison. We will continue to monitor meeting location as a factor of attendance and whether or not members incur a personal financial burden to attend meetings.
- The needs assessment indicated more people than ever are multi-tasking, especially in LTC.
- Members want to hear more about 1) MRSA Surveillance and the MetaStar Collaborative and 2) NHSN / HAI reporting.
- A letter will be going to facility administrators regarding the importance of having the facility IP attend APIC meetings.
- Networking continues to be a big factor in meeting attendance. Providing lunch on site has proven to be a great way to facilitate this.
- The July meeting will include updates from the National conference and Tom Maerz from the Division of Public Health Immunization Program discussing the Wisconsin Immunization Registry (WIR).

MEMBERSHIP COMMITTEE - Mary Jo

- The committee will be reviewing the membership packet, including the letter, resources and links.
 - Should we include a scholarship application in the packet?
- The committee will try to identify what feature makes attendance at meetings worthwhile for members.
- The committee would like to have a photo of each member. This project will begin today.

WORLD WIDE RELATIONS / INTERNATIONAL COMMITTEE - Anna

- The poster produced regarding our sister chapter and Rose Ngugi's visit to WI has been accepted by SHEA and will also be presented at the Decennial Conference this month.
- We have not heard yet if the poster was accepted by National APIC.
- *Nursing Matters* has accepted the article about the same subject. The WI Hospital Assn did not accept the article.
- Rose Ngugi is requesting "assistance" for IC training regarding cholera outbreaks.

BYLAWS COMMITTEE

- Chair Peg Dobrovoly is concerned as to whether we can switch to exclusive electronic balloting. It was decided to offer both the electronic and the printed/mail-in voting options this year. The committee will evaluate which method gets used the most.
- For decision making purposes, the bylaws require that we define our Executive Committee by vote of the Board. The committee is to be comprised of the President, President-elect and one other member of the Board. ACTION ITEM: Jeannie moved and Bridget seconded a motion to have the treasurer (Michelle) be the third member of the Executive Committee for 2010. Motion passed.

NOMINATION & AWARDS COMMITTEE - Maria

- Maria Leary is the winner of the Outstanding Performance Award and will receive \$300 to attend the state conference.
- Gwen Borlaug is the nominee for the Chapter Leadership Award and was nominated on behalf of all four Wisconsin chapters.
- The committee is working on
 - Electronic balloting for awards
 - Getting out job descriptions and an explanation of the award process

- Determining what Chapter Excellence award to apply for next

RESOURCES COMMITTEE

- Gladys Briggs has agreed to chair this committee. Thank you to Gladys and Maureen.
- The committee will be discussing how to increase our library resources and utilize vendor support for financial assistance.
- Michelle suggested taking a photo of the cover of each of the resources for the web site.
- Another suggestion was to provide new members with the web link to the available chapter resources.

Meeting adjourned at 10:01 AM.

Respectfully submitted,
Jeannie Druckenmiller
Recording Secretary