



September 9<sup>th</sup>, 2011

9:00 – 9:50

Board of Directors Meeting Agenda  
Community Memorial Hospital ,Oconto Falls, WI

Board Members: Brenda Ehlert, Carol Bess, Anne Reeths, and Sheri Onesti.  
Excused: Anna Malek, Miki Gould, Ellen Roy

Topic	Person	Information
Attendance	Miki	See attached
Call to Order	Brenda	The NEW APIC Chapter Board meeting was called to order at 0902.
Approval of 5-20-2011 Board Business Meeting Minutes	All	The 5/20/2011 meeting minutes were approved.
President's report	Brenda	<p>Brenda shared with the group:</p> <ul style="list-style-type: none"> <li>An overview of the 9/8/2011 Chapter Leader call that several members of the board did participate with. APIC CEO – Katharina Crist talked about the growth &amp; future direction of our organization. Cynthia D'amour gave a presentation on Lazy Leaders. Eastern Iowa presented their Chapter Excellence Award presentation.</li> </ul> <p>The state is purchasing APIC manuals for Long term care facilities, Brenda submitted to the state for <b>5 manuals</b> for our chapter.</p>
Bylaws and Legislation Report	Anna	Brenda reported on Anna's behalf. Brenda reported there is some long term care legislation pending for the state of Wisconsin. APIC has scheduled a legislation call for September 22, 2011 that Anna plans on listening to.
Treasurer's Report	Anne	<p>Anne summarized the financials. Nothing outstanding. We do have a CD that will mature September 20<sup>th</sup>. This money will be rolled over into the Chapter's savings account to cover the anticipated costs of our upcoming October 21, 2011 seminar.</p> <p>We have received our State seminar fundraising money. The total amount raised was \$3,315 and NEW chapter received \$828.75. Anne will work with Kayla to coordinate presenting this money to the Save a Smile Program.</p>
Membership and Program Report	Carol	Carol presented an updated Membership report. Today's program will be the Conference updates from our members that need to fulfill scholarship requirements and in the afternoon we will listen to the APIC Webinar about

		Isolation rooms with the red tape concept. Next month, Gwen and Ashlie will be here for an NHSN review. Carol will ask the chapter members for specific questions for our program next month.
Scholarship Committee Report	Anne	Scholarship Committee approved 1 scholarship and this was approved by the board. Year to date, we have handed out roughly \$5,200 in scholarships. Anne is working reimbursements for a few outstanding scholarships with proper paperwork not turned in.
<b>Old Business</b>		
Review of Chapter Goals for 2011	Brenda	Goals: <ol style="list-style-type: none"> <li>1. Provide member support and information on creating poster presentation and abstracts. At least two posters will be submitted to a state, national or chapter conference.</li> <li>2. Conduct an annual needs assessment to determine member educational needs.</li> <li>3. Evaluate every meeting in 2011 for effectiveness of the information provided in the chapter meeting and educational offerings.</li> <li>4. Provide an educational opportunity (conference) to all Infection Prevention Enthusiasts through out the state of Wisconsin</li> </ol>
Ambulatory Conference	Kathy Beier	Kathy Beier gave an update to the Ambulatory Conference. Venue is set. Deb is working on vendor letter. The brochure was finalized and emailed out. They will be mailed out soon. We do have a change in speakers for the day, due to a family emergency; the brochures will not be reprinted. The Chapter liability form turned over to Anne to submit to APIC.
<b>New Business</b>		
Nominating Committee	Kathy Beier	Reviewed the open positions for this year. President-elect (6yrs) Board (2yrs) Board (2yrs) Nominating Committee (1yr) Nominating Committee (1yr) Secretary (1yr)
Current Board Membership	Brenda	Brenda reported that Samantha has left her position in Infection prevention and resigned her position on the board. Her position is up for election this year. The board voted to leave her position vacant and just fill with upcoming elections.
Chapter Dues	Brenda	Brenda raised the question of raising our Chapter dues this year. Currently they are \$10 annually. The board voted to keep the Chapter dues at \$10 annually. Brenda will communicate this with the National organization.
Adjournment	9:52 am	

Transcribed by Anne Reeths , Recorder

## Attendance:

Name	January 21	Mar 4	April 1	May 20	Sept 9	Oct 7	Nov 4
<b>Brenda Ehlert</b>	X	X	X	X	X		
<b>Carol Bess</b>	X	X	X	X	X		
<b>Anna Malek</b>	X	X	X	X	Excused		
<b>Miki Gould</b>	X	X		X	Excused		
<b>Anne Reeths</b>	X	X	X	Via phone	X		
<b>Karen Millett-Metzler</b>	Outgoing board member						
<b>Samantha Westphal</b>	X	X	X	X			
<b>Sherri Onesti</b>	X	X		X	X		
<b>Ellen Roy</b>	X	X	X	X	Excused		
<b>Kathy Beier</b>	X	X	X	X	X		
<b>Julie Pinney</b>	Excused	Excused					
<b>Larry Westover</b>	Outgoing member						
<b>Kitty Flood</b>	Outgoing member						