



Topic/Discussion	Decision/Responsible Person/Completion Date
Attendance	See attached.
Approval of Meeting Minutes November 7, 2008	Minutes approved with one change (correction to Karen's name).
Treasurer's Report	<p>End of the Year Report was turned into National APIC: Checking Balance \$ [REDACTED] Savings Balance \$ [REDACTED] Investments Balance \$ [REDACTED]</p> <p>The numbers above do not reflect the deposit for the 2008 APIC Conference.</p> <p>A memorial for Gwen Borlaug's daughter was approved virtually on January 13. A donation was made in her name to the Porchlight, Inc. (Helping hands for the homeless) and a plant.</p> <p>Handout A: APIC Statement</p>
2009 Budget	<p>Budget was reviewed and approved with the noted changes.</p> <p>Joint Venture: It was unanimous that the groups should up their portion of the percentages and agreed that it should be based off membership. APIC NEW chapter would then be responsible for 15% of the loses. The group decided to adjust the budget to include \$4,5000 (roughly 15%) for the state conference if there was to be a loss.</p> <p>Scholarships: Due to the impact of the economy, it was decided to increase the budgeted dollars in the scholarship column.</p> <p>Handout B: 2009 Budget</p>
Outgoing Board Members	<p>The board congratulated the following member for their years of service.</p> <p>Deb Weslowski – Secretary (five years of service) Anne Reeths – Treasurer (one year of service) Miki Gould – Board Member (one year of service)</p>
Incoming Board Members & Committee	<p>The board welcomed the following members to the 2009 board: Miki Gould – Secretary (two year commitment)</p>

Topic/Discussion	Decision/Responsible Person/Completion Date
	Anne Reeths – Treasurer (two year commitment) Karen Millet-Metzler – Board Member (two year commitment) Nancy Lorenzoni – Nominating Committee (one year commitment) Deb Weslowski - Nominating Committee (one year commitment)
Open positions for 2010 election	President Elect (six year commitment) 2 - Board Member Positions (two year commitment) 2- Nominating Members Positions (one year commitment)
Potential Financial Contributors, educational Speakers and CE accredited programs	Malek shared with the group individuals who are interested in supporting APIC NEW programs: A. Financial: Aramark – Josephine Eustice, Account Executive 414-379-0501 josephine.eustice@uniform.aramark.com B. Educational Speakers and CE accredited programs: Kelly Huppert, Medical Division, TechLine Coordinator, BLDG 270-4N-01, St. Paul, MN 55144. Tel: (800) 441-1992, ext 3 kahuppert1@mmm.com C. Speakers for chapter meeting on Florajen3® probiotic for C. diff infections. Speaker is a Microbiologist from Madison. Will also perhaps sponsor Lunch. Audrey Martino, 800-257-5433, www.florajen.com
Scholarship Applications	No scholarship applications were received since the November 7 board meeting.
Scholarship Guidelines Revisions	A. Reeths suggested changes to the scholarship guidelines for based on information she received at National APIC conference last year. The proposed revised draft application will be given to the members prior to the March meeting for discussion and possible approval. Handout C
Donations – Press Release	M. Gould shared the press release for the American Lung Association and the Children’s Museum from the chapter. The press release went out to the Gannett Press for release in the local papers. The press release for Alzheimer’s Association was printed in the Wisconsin IC Updated. Handout D, E, & F
WARN and potential for Chapter Involvement	K. Beier asked to present to the group a proposal to continue to support WARN. Discussion occurred and the board is interested in learning more and would like to see a business plan.
Long Term Care Conference Follow up	A. Malek presented to the group a summary of the conference evaluation. The speakers and facilities received high rating and the conference was a huge success. Handout G
Membership Update	Changes to membership:

Topic/Discussion	Decision/Responsible Person/Completion Date
	<p>New members; Nancy Elbe-LTC, Mike Hart- WMH, Samantha Westfall- RMC Retired; Carol Frocillo Ceased membership: Lynn Applegate</p> <p>Discussion occurred about members coming who are National APIC members, but not paid chapter member dues. A. Reeths will contact National to determine the proper procedures. B. Ehlert will contact the individuals to remind them to become local chapter members.</p>
APIC Membership Profile and Needs Assessment	<p>Surveys were completed and findings will be used to plan the 2009 calendar. Handout H</p>
APIC NEW Membership Brochure	<p>Brochures have been distributed. If additional copies are needed, they will be printed at that time. Handout I</p>
APIC NEW Member Binder	<p>Discussion occurred on how many hard copies should be printed. It was decided that the binders would go out electronically and would be the responsibility of the secretary to email updates. Note Separate document for handouts</p>
Chapter by-law Updates	<p>No changes have been made. National has been informed of current board members. Handout J</p>
Legislative Update	<p>Nothing to report.</p>
Website Update	<p>Via email, the board approved hiring Cathy Mueller a Website designer for 2009. She has developed a contract with all four Wisconsin Chapters to redesign the website and add more information.</p> <p>Discussion occurred if we could have the website have a log-in side as well. It is unknown at this time if that is possible.</p> <p>M. Gould will be the gatekeeper of the information that will be posted to the internet site. Handout K</p>
Chapter Relationship with Peru	<p>M. Gould shared with the group the information Bob Gehringer has. It was decided to invite Bob to talk to the group and share his knowledge on 3rd world infection prevention. M. Gould to contact Bob with the dates of our meeting and arrange a speaking engagement.</p>
Chapter Meeting to Assist in Fond du Lac	<p>In November, according to the Public Health Department, the victims of the flood still need physical assistance (cleaning basements). Further discussion was</p>

Topic/Discussion	Decision/Responsible Person/Completion Date
	tabled until the March meeting.
Clothing Proposal	M. Gould made suggestions to clothing order. A proposal is to be drafted and presented at the next chapter meeting. Handout L
Chapter Excellence Application Update	The group met prior to the board meeting and drafted the two page summary requirement. C. Bess is putting together the PowerPoint. C. Bess will final the documents and send out to the committee via email for review and corrections the last week in January.
2010 Heroes of Infection Prevention Nomination	Discussion occurred if the group wanted to nominate a hero. B. Ehlert will lead a committee to work on the nominations.
2009 State Fundraiser Recipient	Request was made for the group to give M. Gould the name of the donation recipient. M. Gould to send out an email to the members looking for suggestions.
Education Opportunities	<ul style="list-style-type: none"> • Wisconsin State APIC Conference April 30-May 1, 2009 Pewaukee, Wisconsin • EPIC Courses: March 9-12, 2009 Houston, TX, August 3-6, 2009, Baltimore, Maryland, and October 26-29, 2009 Phoenix, Arizona. • C. diff Prevalence Research Study November 10-11, 2009, Orlando, Florida • National APIC Conference, June 7-11, 2009 Fort Lauderdale, Florida
2009 APIC NEW Chapter Membership Meeting	The 2009 programs was based off the membership needs survey. The program is outlined below.
Adjournment	The meeting was adjourned at 2:15

2009 APIC NEW Chapter Membership Meeting

Date	Location	Topics
March 6	Aurora BayCare – Confirmed	Antibiotic and Pharmacology Refresher – A. Reeths to look for speakers Parking Lot
April 3	Aurora Sheboygan Backup: Agnesian Healthcare	Outbreak Investigation – M. Gould to look for speakers, possibly Mary Rotar – Children’s Hospital and Patty Wilson – Froedert or someone from the Medical College Epidemiology program.
April 30 & May 1	Country Springs, Pewaukee	State Conference
June 7-11	Fort Lauderdale, Florida	National Conference
September 11	Berlin Medical Center, Berlin	National Conference Update State Conference Update Gwen Borlaug’s update Parking Lot
October 2	Bellin Hospital, Green Bay	Environmental Services – Going Green Cleaning and Disinfection

Attendance

Name	November 8, 2008	January 23, 2009	March 6, 2009	April 3, 2009	October 2, 2009	November 6, 2009
Anna Malek	X	X				
Anne Reeths	X	X				
Carol Bess	X	X				
Ellen Roy	X	X				
Miki Gould	X	X				
Kathy Beier	X	X				
Brenda Ehlert	X	X				
Guests	Debbie Wesloski Kayla Erickson Linda Armbruster Patty Slattery	Debbie Wesloski Kayla Erickson				

Handout A: Balance Sheet

APIC NORTHEAST WISCONSIN CHAPTER - NUMBER 49

Balance Sheet

January 1 through December 31, 2008

	End of Last Yr. ending 12/31	Quarter ending 3/31	Quarter ending 6/30	Quarter ending 9/30	End of This Yr. ending 12/31
Beginning Date:					
Beginning Balances:	XXXXXXXXXX				
Cash - Checking	XXXXXXXXXX				
Cash - Savings	XXXXXXXXXX				
Investments	XXXXXXXXXX				
	XXXXXXXXXX				
	XXXXXXXXXX				
Total Beginning Balance	XXXXXXXXXX				
+ Total Cash Receipts	XXXXXXXXXX				
= Subtotal	XXXXXXXXXX				
- Total Disbursements	XXXXXXXXXX				
= ENDING BALANCE:	XXXXXXXXXX				
Ending Balances	31-Dec				
Cash - Checking *					
Cash - Savings *					
Investments *					
= ENDING BALANCE:					

* Remember to reconcile your statement first and be sure to include interest income.

Submitted by: Anne Reeths RN MS CIC Date submitted: 1/30/2009

Previous Treasurer: _____ New Treasurer (complete after elections): _____

Name: _____ Name: _____

Address: _____ Address: _____

Work Phone: _____ Work Phone: _____

Fax Number: _____ Fax Number: _____

E-mail: _____ E-mail: _____

Handout B: 2009 Budget

APIC NORTHEAST WISCONSIN CHAPTER - NUMBER 49						
Income & Expense Statement						
January 1 through December 31, 2009						
	Annual Budget	1st Quarter 30-Mar	2nd Quarter 29-Jun	3rd Quarter 29-Sep	4th Quarter 30-Dec	Annual Actual
INCOME						
Dues	\$400.00					\$0.00
Conference*	\$2,200.00					\$0.00
Donations						\$0.00
Interest	\$150.00					\$0.00
Other CD interest	\$500.00					\$0.00
Other						\$0.00
TOTAL INCOME	\$3,250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSES						
Chap. Pres.Natl.Conf.	\$1,000.00					\$0.00
(4) Chap Officers Scholarships	\$2,000.00					\$0.00
Board Natl. Conf.						\$0.00
Scholarships - Gen Members	\$3,500.00					\$0.00
Board -						\$0.00
Board -						\$0.00
Audio Conf - Speakers	\$1,000.00					\$0.00
Committee - Gift						\$0.00
Funding / Donation WARN	\$500.00					\$0.00
Refreshments Mtgs.	\$1,250.00					\$0.00
Internet Access	\$125.00					\$0.00
Inservice						\$0.00
Newsletter						\$0.00
Printing	\$25.00					\$0.00
Postage/Envelopes	\$30.00					\$0.00
Bank charges/New Checks						\$0.00
Bonding/Renewal	\$200.00					\$0.00
Other- Going Away Gift						\$0.00
Natl. Silent Auction	\$0.00					\$0.00
State APIC Silent Auction	\$200.00					\$0.00
Website fee	\$27.00					\$0.00
TOTAL EXPENSES	\$9,857.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
						\$0.00
						\$0.00
						\$0.00
Transfers into savings						\$0.00
Transfers out of savings						\$0.00
Due by:		29-Apr	30-Jul	30-Oct	30-Jan	30-Jan

Handout C: Scholarship Application

APIC – NEW CHAPTER SCHOLARSHIP GUIDELINES & APPLICATION FORM

The chapter's purpose is to improve communication and networking among members and potential members, enhance educational opportunities at the local level, and provide a forum for advocacy of local and regional infection control issues. Expenses that enable the chapter to further those purposes are generally acceptable. Expenses unrelated to these purposes must be defensible for the prudent management of the chapter.

APIC's tax exempt status may also be jeopardized if funds are used to benefit an individual member or non-member. However, the chapter board may authorize chapter funds to pay for registration and travel expenses of a member under the following conditions:

- when that member is representing the chapter
- when attendance at an event is directly related to chapter administration
- when that member has been asked to attend and to report back to the chapter

The overall benefit must be to the organization. For example, a chapter may subsidize the cost of a Chapter President to attend the APIC Annual Conference, and to attend the Chapter Presidents Meeting while there, as long as the Chapter President presents a report to the chapter membership of the proceedings of the Conference and Meeting.

APIC Chapter Treasurers' Manual, Revised 2/07, page 12

NEW Chapter Scholarship Guidelines

- Scholarships may be awarded at the board discretion so that a balance of \$5000.00 of available money is maintained in the treasury.
- Member must be in good standing with Chapter

General Scholarship Requests

- Not to exceed \$500.00/calendar year for eligible members
- See criteria on next page to requirements
- Submitted one month prior to event

Officer Scholarship Requests

- Not to exceed \$700.00/calendar yr for current officers (president, president-elect, secretary, treasurer)
- Additionally, the President, once during his/her term, will be awarded \$1000.00 for attendance at the National Seminar
- Additionally, the Treasurer, once during his/her term, will be awarded \$500.00 for attendance at the National Seminar
- See criteria on next page to requirements
- Submitted one month prior to event

APIC – NEW CHAPTER SCHOLARSHIP APPLICATION FORM

Name: _____ APIC Membership #: _____

Organization: _____

Name of Educational Event: _____

Location: _____ Date: _____

Note: please submit a copy of brochure for any event except State or National APIC Conferences

Assistance Requested

- Registration: _____
- Travel: _____
- Room: _____
- Other: _____

Is your employer covering any costs? Yes No

If yes, please provide a detailed explanation of costs:

III **General Scholarship ONLY:**

Define how you will contribute to APIC-NEW in **one or more** of the following ways:

- Serve in a leadership role on the board, or
- Facilitate an interest group, or
- Participated in **previous year's** state conference planning committee
- Agree to apply for an officer position for an upcoming election, **[delete statement]**
- Serve as an educational speaker at a chapter meeting within the next year and share your resources

I understand:

- Scholarships are approved on a first come/first served basis, pending board approval. Recommend: submit one month prior to event, not after date of event. Scholarship within 30 days may not be honored.
- **It is expected all applicants provide a brief report of their educational experience to the membership at a chapter business meeting. *This is in addition to the criteria in III.***
- I will receive the money after approval by the board
- If I have not fulfilled my obligations to the chapter for receiving the scholarship by the end of the calendar year, I will be issued a 1099 for funds received.
- Applications are to be submitted to current chapter President or Treasurer

Signature: _____

Date: _____

APIC NEW Board Use Only:

Date Received: _____ Signature: _____

Date approved: _____ Signature: _____

Receipts provided: Yes No Date: _____ Date Pd: _____

Action to fulfill: _____ Date: _____

Handout D: Press Release: APIC Donation to The Building for Kids

Neenah, WI. - The Northeastern Association for Professionals in Infection Control and Epidemiology (NEW APIC) today made a \$1,000 dollar donation to The Building for Kids for their hand hygiene program.

The Association for Professionals in Infection Control and Epidemiology is a national organization with local chapters. The Northeast Wisconsin chapter (NEW APIC) is comprised of 75 professionals currently involved in the practice of infection control in a variety of settings.

This includes acute care, long term care, clinics, public health, CBRF's, adult daycare, occupational health, homecare/hospice, correctional facilities and laboratories.

NEW APIC's geographic location from the shore of Lake Michigan, to the top of Wisconsin to Fond du Lac and Sheboygan County borders and west to the middle of the state.

The goal of the NEW APIC is to promote infection prevention and control.

"Our donation to The Building for Kids will help kids and parents understanding of the importance of hand washing in preventing infections and the spread of colds," said Miki Gould, BS, CIC, a board member of the NEW APIC.

In addition to this donation, NEW APIC has also been involved by providing community with education on community health, emergency preparedness and hand hygiene.

For more information about NEW APIC and its mission and vision please visit: www.wisconsinapic.org



Handout E: Press Release: APIC Donation to American Lung Association

Neenah, WI. - The Northeastern Association for Professionals in Infection Control and Epidemiology (NEW APIC) today made a \$1,000 dollar donation to American Lung Association for their tuberculosis program.

The Association for Professionals in Infection Control and Epidemiology is a national organization with local chapters. The Northeast Wisconsin chapter (NEW APIC) is comprised of 75 professionals currently involved in the practice of infection control in a variety of settings.

This includes acute care, long term care, clinics, public health, CBRF's, adult daycare, occupational health, homecare/hospice, correctional facilities and laboratories.

NEW APIC's geographic location from the shore of Lake Michigan, to the top of Wisconsin to Fond du Lac and Sheboygan County borders and west to the middle of the state.

The goal of the NEW APIC is to promote infection prevention and control.

"Our donations will help the Fox Valley Community with patient education treatment in tuberculosis," said Miki Gould, BS, CIC, a board member of the NEW APIC.

In addition to this donation, NEW APIC has also been involved by providing community with education on community health, emergency preparedness and hand hygiene.

For more information about NEW APIC and its mission and please visit: www.wisconsinapic.org



at: <http://www.cdc.gov/niosh/docs/wp-solutions/2009-106/>

The National Institute for Occupational Safety and Health (NIOSH) has published guidelines entitled, "Personal Protective Equipment for Health Care Workers Who Work with Hazardous Drugs." Go to <http://www.cdc.gov/niosh/docs/wp-solutions/2009-106/> to access the publication.

The National Institutes of Health has prepared a consensus statement on the management of Hepatitis B Virus infections.

Go to *Mg*

20statement%20102.208 JINAL.pdf to view the document.

An article in the journal *Microbiology* [2008 Oct; 154 (Pt 10):3 144-53] entitled, "Multidrug efflux pump overexpression in *Staphylococcus aureus* after single and multiple in vitro exposures to biocides and dye," has led to inaccurate conclusions that there is a link between use of disinfectants and emergence of antimicrobial resistance. Reports misled readers into thinking the CDC supported this notion, but Dr. Arjun Srinivasan from the Division of Health Care Quality Promotion states that CDC has not seen evidence to support the link. He goes on to say CDC recommendations for environmental infection control have not changed, and the agency has always encouraged proper use of disinfectants.

Revised recommendations for isolation of persons with mumps can be found in an October *MMWR* publication at <http://www.cdc.gov/mmwr/preview/mmwrhtml/mm5740a3.htm>. The period of isolation has been reduced from nine days to five days after onset of parotitis.

The *New England Journal of Medicine* featured a case of skin and soft tissue infection in a college basketball player and asked readers to vote on how to manage the case. Go to <http://www.nejm.org/doi/full/10.1056/NEJMc080315> to see the polling results.



President of Northeast Wisconsin (NEW) APIC Anna Malek presents a \$2,100 check to John Fritz of the Northeastern Wisconsin Alzheimer's Association during the November Long Term Care Conference sponsored by NEW APIC. The generous donation came from conference registration fees and a matching contribution from NEW APIC members.

Handout G: NORTHEASTERN WISCONSIN APIC CHAPTER

**LIVING WITH INFECTION PREVENTION & CONTROL GUIDELINES:
FINDING THE BALANCE IN LONG TERM CARE
Seminar Evaluation**

**NOVEMBER 7, 2008
Park View Health Center
Oshkosh, Wisconsin**

OBJECTIVES:

- Discuss the applicability of the CDC Isolation Guidelines (2006-2007) to the long term care setting
- Discuss the new SHEA / APIC long term care infection control guidelines
- Successfully provide infection prevention and control in a long term care facility while maintaining a home like environment
- Adhere to CMS infection control regulations within a social model of care

1. The stated objectives were met. 44 Yes 0 No

Philip Smith, MD

Fair = 1 2 3 4 = Excellent

2. The overall quality of the presentation	1	2	20	39
3. The organization of the presentation	1	2	22	38
4. The clarity of speech and pace of presentation	1	1	22	39
5. Effective use of visual aids	1	2	24	34
6. The usefulness of handouts	2	2	24	34

Peggy Luebbert, MS, MT (ASCP), CIC. CHSP:

7. The overall quality of the presentation	0	1	10	50
8. The organization of the presentation	0	1	12	48
9. The clarity of speech and pace of presentation	1	2	8	50
10. Effective use of visual aids	1	1	12	47
11. The usefulness of handouts	0	2	11	48

Facility:

12. Access to facility	0	1	7	54
13. Cleanliness of facility	0	0	5	57
14. Accommodations of facility	0	0	7	55
15. Breaks / Lunch	0	0	3	58

Comments:

Handout G page 2

Wonderful Job!

Wonderful presentation. Very informative

Great Job APIC NEW

Excellent accommodations, food was terrific, beautiful building

Facility was fabulous, food was fabulous, facility staff was fabulous

Great Handouts

Excellent Speakers

Great presenters, knowledgeable and humorous, Awesome facility, Just a great day

This was the best infection control seminar I have attended. The material is excellent

Excellent conference. Wonderful presenters. Awesome facility. Great Lunch

I don't work in LTC but took away lots of valuable information. Thank you. This was a wonderful seminar. One day and a great deal of beneficial information Beautiful warm facility. Excellent food. Excellent use of APIC funds. Thank you. SEW member Quite informative Great. Great. Great Lots of interesting info Your facility is beautiful. Would have liked a tour. The food for breakfast and lunch was

excellent. The young man that spoke for Alzheimer's was a very good speaker. Thank you very much for all the promotional prizes... I did not win but that was very nice. Thank you for providing this valuable seminar

It was a very informative meeting. I have learned a lot and learned more about APIC Thanks to NEW APIC for a great educational offering. Great lunch. Beautiful facility. A lot of info received today. Good tips on "where to go sites" Cover your cough & MRSA posters. Very very good

BR for men could have been changed to female due to large number of females Hot Chocolate or herbal tea for those who enjoy warmth without caffeine. Everything was great Excellent Program

Food great. Staff assisting very friendly and helpful Great lunch. Thank you for the scent gifts. My office always smells musty and will use it immediately. I am buying

several more for Christmas gifts. The presentations and lunch well worth more than \$10. Thanks for the grant allowing us to attend. Very very excellent and helpful

I was not impressed with either speaker and I work in LTC

Pertained to N.H. (LTC) facilities, but did not learn anything new for hospitals

Phillip Smith

He could have used 2 more hours

Would have liked all of his slides

Not all slides used during Dr. Smith's lecture were included in the handouts

Not all slides shown were in the power point - but appreciated the 'SHEA' hand out

Confusing because not all slides included in the handout

Have slides as on handouts

Great presenter

Some of the slides were not in our packet. Wish I had them all.

Peggy Luebbert

Excellent speaker

Peggy was fabulous

Pace was too slow. Good practical information

Peggy was an excellent speaker

Slides and handouts matched. Handouts larger

Dragged out

Very practical examples

Handout H:

Member Needs Survey

This is to help the NEW APIC board plan the 2009 meetings:

About Program

- Infection Control Program
- General Principles of Epidemiology
- Surveillance Techniques
- Outbreak Investigation
- Statistics, Six Sigma, & Lean
- Quality Concepts
- Project Management
- Accrediting and Regulatory Agencies
- Education and Training
- Patient Safety
- Research & Publishing
- Product Evaluation

About Infectious Processes

- Risk Factors of Transmission
- Principles of Pathogenicity & Host Response
- Immunocompromised host
- Microbiology
- Laboratory Diagnostics
- Interpretation of x-rays

Prevention Techniques

- Isolation Systems
- Hand Hygiene
- Aseptic Techniques
- Cleaning & Disinfection
- Sterilization

Infections

- Pneumonia
- Surgical Site Infections
- Intravascular Devices
- UTI's

Occupational Health

- Occupational Health
- Occupational Exposures

Populations

- Perinatal Care
- Neonates
- Pediatrics
- Geriatrics
- Implants
- Transplants
- Burn Patients

Practice Settings

- ICU
- Surgical Services
- Cardiac Cath & Electro phys.
- Endoscopy
- Dialysis
- Ambulatory Care
- Dental Services
- Home Care
- Long Term Care
- Behavioral Health
- Correctional Facilities

Support Services

- Material management & products
- Nutritional Services
- Pharmacology Refresher
- Antibiotic Refresher
- Respiratory Care
- Wound Care
- Animal Therapy

Organisms & Presentations

(specify if a particular organism)

- Bacteria spec. _____
- Viruses spec. _____
- Fungi spec. _____
- Mycobacteria spec. _____
- Parasites spec. _____
- Prions spec. _____
- Biofilm

Clinical Syndromes

- CNS Infections
- Skin & soft Tissue Infections
- Food-Related Illness
- Diarrheal Disease
- STD

Care of the Environment

- Environmental Services
- Laundry, Linens, & Textiles
- Waste Management
- Maintenance & Engineering
- Heating, Ventilation & Air-conditioning
- Water Issues
- Construction & Renovation
- Postmortem Care
- Emergency Preparedness
- Complementary Medicine

Handout I:

NEW APIC Chapter's Active Members



Spreading
KNOWLEDGE
Preventing
INFECTION

Association for Professionals in Infection Control and Epidemiology

Northeastern Wisconsin - Chapter #49



Association for
Professionals in Infection
Control and Epidemiology
PO Box 79 502, Baltimore MD
21279-0502
Phone: (410) 789-1890
Fax: (410) 789-1899
Email: apicmembership@apic.org

www.apic.org

What is NEW APIC?

The Association for Professionals in Infection Control and Epidemiology is a national organization with local chapters. The Northeastern Wisconsin chapter (NEW APIC) is comprised of 75 professionals currently involved in the practice of infection control in a variety of settings.

This includes acute care, long term care, clinics, public health, CCRCs, and day care, occupational health, home care/hospice, correctional facilities and laboratories.

NEW APIC geographic location from the shore of Lake Michigan, to the top of Wisconsin to Fond du Lac and Sheboygan County, border and west to the middle of the state.

APIC's Mission

APIC's mission is to improve health and patient safety by reducing risks of infection and other adverse outcomes. The Association's more than 11,000 members have primary responsibilities for infection prevention, control and hospital epidemiology in healthcare settings around the globe, and include nurses, epidemiologists, physicians, microbiologists, clinical pathologists, laboratory technologists and public health. APIC advances its mission through education, research, collaboration, public policy, practice guidelines and credentialing.

APIC Member Benefits to Include:

Stay on the inside track with the foremost publications on infection prevention and control. Your membership includes:

Member Benefit/Resources	APIC Member Cost	Non-Member Cost
Over 22 webinars on a variety of topics from emerging pathogens to the new CMS Regulation	FREE	\$148 each or \$9,300/year
Evidence-based elimination guidelines for the latest science into practice	FREE	Up to \$100 each
The American Journal of Infection Control—the acclaimed, peer-reviewed journal offering the latest research in infection prevention and control, epidemiology, infectious diseases, quality management, disease prevention and much more (10 issues) and Prevention Strategist—a quarterly magazine that helps you turn science and research into practice (4 issues)	FREE	\$189/year
Web-based resources including APIC-List, other tools, templates and practice guidelines	FREE	\$100/yr
Discount on education products and services	Up to \$200 per product	None
Total Member Savings	\$189 (APIC member dues)	Over \$1,000 or more

Connect with nearly 12,000 members from worldwide to share their state-of-the-art science of infection prevention and control through networking and mentoring.

Local Speakers & Seminars

NEW APIC continues to improve the chapter's knowledge of infection control. Each year meetings are based around the member's needs. 2008's education opportunities included Respiratory Protection, MRSA and Infection Control in the Long Term Care Setting.

As a service to our community, members are available to speak and provide information on topics related to infection control. Topics include: MRSA education, CCH health regulations, infection control in daycares, public and private education for emergency preparedness and infection control information for schools, public events and community groups.

Annually, the Wisconsin Chapters of APIC come together to learn, grow and network with other infection control professionals at the State APIC Conference. This conference is held the first Thursday and Friday in May in Pewaukee, Wisconsin.

To learn more about NEW and other Wisconsin APIC groups, visit us at

www.wisconsinapic.org

How can I become a member?

Mail, fax, or phone your membership to APIC. Phone and fax orders require a credit card. The Chapter Dues List provides a reference of all chapter dues.

www.apic.org

Handout J:

ASSOCIATION FOR PROFESSIONALS IN INFECTION CONTROL AND EPIDEMIOLOGY, INC.

NORTHEASTERN WISCONSIN CHAPTER
APIC - NEW

CHAPTER ID NUMBER – 05-W102-10.1878-049

ORIGINAL BYLAWS

DATE: July, 1978

REVISION #1

DATE: September, 1982

REVISION #2

DATE: October, 1988

REVISION #3

DATE: April, 1990

REVISION #4

DATE: November, 1991

REVISION #5

DATE: November, 1992

REVISION #6

DATE: November, 1993

REVISION #7

DATE: November, 1994

REVISION #8

DATE: October, 1995

REVISION #9

DATE: August, 1999

REVISION #10

DATE: November, 2002

REVISION #11

DATE: November, 2005

REVISION #12

DATE: July, 2006

REVIEWED, BUT NOT REVISED

DATE

DISBANDED

DATE

CHAIRPERSON, BYLAWS

NAME: Kayla Ericksen

WORK ADDRESS: PO Box 385, Fond Du Lac, WI 54935-4560

WORK PHONE NUMBER: (920) 926-4796

FAX NUMBER: (920) 926-8762

HOME PHONE NUMBER: (920) 923-2717

ASSOCIATION FOR PROFESSIONALS IN INFECTION CONTROL AND EPIDEMIOLOGY, INC.

BOARD MEMBER REVIEW SHEET

APIC BYLAWS

NORTHEASTERN WISCONSIN CHAPTER
APIC - NEW

CHAPTER ID NUMBER: 05-W102-10.1878-049

DATE OF REVIEW/REVISION: July 2006

POSITION: President

NAME: Kathy Beier

ADDRESS: 225 Memorial Drive, Berlin, WI 54923-1243

PHONE: (920) 361-5507

INITIALS

POSITION: President-elect

NAME: Anna Malek

ADDRESS: 725 Butler Avenue, PO Box 10, Winnebago, WI 54985-0010

PHONE: (920) 235-5100

INITIALS

POSITION : Bylaws Chair

NAME: Kayla Ericksen

ADDRESS: PO Box 385, Fond Du Lac, WI 54935-4560

PHONE: (920) 926-4796

INITIALS

THESE INITIALS APPEAR ON EACH PAGE OF THE LOCAL CHAPTER BYLAWS ATTACHED.

ASSOCIATION FOR PROFESSIONALS IN INFECTION CONTROL AND EPIDEMIOLOGY, INC.

ARTICLE 1 - NAME AND SEAL

Section 1. Name

The name of this organization is the Association for Professionals in Infection Control and Epidemiology, Inc., Northeastern Wisconsin Chapter, hereafter referred to as APIC –NEW 05-W102-10.1878-049 or as APIC 049 or the Chapter.

Section 2. Seal

The seal of the National Association "APIC" or "Association" shall be a circular impression seal with the words "Association for Professionals in Infection Control and Epidemiology, Inc., Massachusetts 1987" affixed thereto.

ARTICLE II – PURPOSE AND GOALS

Section 1. Purpose

The Association for Professionals in Infection Control and Epidemiology, Inc. is a multidisciplinary, voluntary, international organization whose purpose is to improve health by serving the needs and aims common to all disciplines that are united by infection control and epidemiology activities.

Section 2. Goals

- A. To direct, support and improve the practice and management of infection control and the application of epidemiology.
- B. To position APIC as the leader in the practice of infection control and the application of epidemiology.
- C. To ensure that APIC's mission is supported by its resources and activities.

ARTICLE III - TAX STATUS

Section 1. Tax Status

The Association for Professionals in Infection Control and Epidemiology, Inc. (APIC) is an exempt organization under Section 501 (c) (3) of the Internal Revenue Code of 1986, as amended, or a successor statute.

ARTICLE IV - MEMBERSHIP

Section 1. Privileges

A. Membership in the Association is a privilege and is achieved by compliance with these bylaws.

B. Categories

1. Active Membership

Active members shall be individuals occupationally or professionally involved in the practice and management of infection control and/or the application of epidemiology. Such members may vote in elections, serve on committees, and hold elected office.

Initials: _____

Initials: _____

Initials: _____

2. Associate Membership

Associate members shall be individuals not actively involved in the practice and management of infection control and/or the application of epidemiology. Such members may not vote or hold elected office.

3. Retired Membership

Retired members shall be individuals who are no longer employed in any capacity and who have had five consecutive years of Active or Associate APIC membership prior to retirement. Retired members may not vote or hold elected office, however, they may serve in appointed capacities.

4. Honorary Membership

Honorary Members shall be individuals elected to this category by the Board of Directors in recognition of their contribution to the Association. Honorary members shall not be occupationally or professionally involved in the practice or management of infection control or the application of epidemiology. Such members may serve the Association in any manner mutually agreeable to themselves and to the Board, but may not vote or hold office.

5. Lifetime Membership

Lifetime Members shall be individuals elected to this category by the Board of Directors in recognition of their contribution to the field of infection control and/or epidemiology or to the Association. Lifetime members are those individuals who are currently or have been occupationally or professionally involved in the practice and management of infection control and/or the application of epidemiology. Such members may vote in elections, serve on committees, and hold elected office.

6. Patron Membership

Patron Members shall be organizations or groups interested in supporting the Association. Such members may not vote or hold elected office.

7. Student Membership

Individuals enrolled full-time in an accredited institution, prior to the award of an associates or bachelors degree. Such members may not vote or hold office; however, may serve on committees.

C. Membership Renewals

1. Membership shall be based on the calendar year.

2. Honorary membership shall be valid until revoked or terminated by the Board of Directors.

D. Membership in Local Chapters

All members of the local chapters of the Association must also be members of the National Association.

Section 2. Fiscal Year

The fiscal year shall be the calendar year.

Section 3. Dues

A. Membership

1. Dues for each calendar year shall be determined by the Board of Directors.
2. Local chapter membership dues shall not exceed those of the National Association.
3. All dues shall be remitted according to Board policy.
4. Membership cards shall be issued contingent upon receipt of current dues.

Initials: _____ Initials: _____ Initials: _____

B. Honorary and Lifetime Membership

Honorary and Lifetime Members shall be exempt from dues.

C. Patron Membership

The Board of Directors shall determine the minimum contribution for patron membership.

Section 4. Termination

- A. If the dues of any member are not paid in accordance with the policies of the Association, membership shall be automatically terminated.
- B. Any member may be removed by the board of Directors upon two-thirds (2/3) affirmative vote of the entire Board of Directors then in office, whenever, in its judgment, the best interests of the Association would be served thereby. Such member, to be removed, shall be given notice of said meeting, at which a decision for removal is to be made, and shall be given an opportunity to be heard prior to the final decision.
- C. The Board of Directors may provide for subsequent reinstatement.

ARTICLE V - MEETINGS OF THE MEMBERSHIP

Section 1. Meetings

A. Annual Meetings

The annual business meeting of this organization shall be held on the first or second Friday in November, or at such time as directed by the Board of Directors.

B. Quorum

Those members present at the annual business meeting shall constitute a quorum.

ARTICLE VI – OFFICERS

Section 1. Composition

The officers shall be a President, a President-Elect, a Treasurer, and a Secretary. These officers shall perform the duties prescribed by these bylaws, perform those duties as usually pertain to their respective offices; and perform those duties prescribed by the Board of Directors.

Section 2. Duties

A. President

1. Shall be directly responsible to the Board of Directors for the administration of the chapter.
2. Shall preside at all Board meetings of the Chapter.
3. Shall preside at all business meetings of the Chapter.
4. After completion of term of office, shall serve as the Legislative Representative and Chapter Bylaws Committee Chair.

B. Past-President

1. Shall update membership regarding current legislative activities.
2. Shall coordinate chapter response regarding legislative issues.
3. Shall review changes to bylaws as recommended by National APIC.
4. Shall present bylaw changes to membership.
5. Shall submit revised chapter by-laws to National APIC office.

Initials: _____

Initials: _____

Initials: _____

C. President-Elect

1. Shall prepare to assume the office of President.
2. Shall fill the office of President should that office become vacant and subsequently fill the office of President for a regular term as is entitled the President-Elect.
3. Shall serve as chairperson of the program committee to include notice of meetings to the membership at least one week prior to the meeting.
4. Shall serve as Membership Secretary.

D. Treasurer

1. Shall oversee and be responsible for the management of the financial affairs of the Chapter.
2. Shall oversee the preparation of periodic financial reports for the Board.
3. Shall review financial affairs of the Chapter.
4. Shall oversee the preparation of the annual budget and present it to the Board of Directors.
5. Shall be a member or consultant to any committee having to do with the chapter's monies.
6. Shall be bonded.

E. Secretary

1. Shall be responsible for the accurate recording and transcribing of the minutes of all Chapter and Board of Directors meetings.
2. Shall submit all minutes to the Board of Directors in accord with established procedure.

Section 3. Terms of Office

- A. The President shall serve for a term of two years or until a successor has assumed office.
- B. The President-Elect shall serve for a term of two years or until a successor has assumed office and shall be elected in the odd-numbered years.
- C. The Secretary shall serve for a term of two years or until a successor has assumed office; and shall be elected in the even-numbered years.
- D. The Treasurer shall serve for a term of two years or until a successor has assumed office and shall be elected in the even-numbered years.
- E. No officer or director shall serve more than two consecutive terms in the same office.
- F. All terms of office shall begin at the first Board of Directors meeting of the calendar year.

Section 4. Qualifications

- A. The President shall have automatically succeeded to the Presidency after having held the office of President-Elect the preceding year.
- B. The President-Elect shall have served at least one year as a member of the Chapter Board of Directors prior to assuming the office of President-Elect.

Section 5. Vacancies

- A. If any office with the exception of President-elect becomes vacant, it may:
 - 1. Remain vacant until the next election.
 - 2. Be filled by appointment by the Board of Directors for the unexpired term.
- B. If the office of President-elect becomes vacant, it shall be filled by a special election of the membership.

Initials: _____

Initials: _____

Initials: _____

Section 6. Removal

Any officer, regardless of the manner of election or appointment, may be removed by the Board of Directors upon two-thirds (2/3) affirmative vote of the entire Board of Directors then in office whenever, in its judgment, the best interests of the Chapter would be served thereby. The officer, to be removed, shall be given notice of said meeting, at which a decision for removal is to be made and shall be given an opportunity to be heard prior to the final decision.

ARTICLE VII - BOARD OF DIRECTORS

Section 1. Composition

The Board of Directors shall consist of the four officers, the immediate Past President, and no less than three directors.

Section 2. Terms

- A. The Directors shall serve a term of two years or until a successor has assumed office. They shall be elected on a rotating basis with one elected in odd numbered years, and two elected in even numbered years, each for a term of two years.
- B. The immediate Past-President shall serve as a Director for two years upon completion of the term of office of President.

Section 3. Duties

- A. The Board of Directors shall be the governing body of the Chapter and shall establish policy for conducting the business and management functions of the Chapter.
- B. The Board oversees and reviews committees and officers reports.
- C. The Board authorizes the official acts of the elected officials and committees.
- D. The Board approves the slate of candidates for the ballot.

Section 4. Meetings

- A. Meetings shall be held a minimum of twice yearly at the discretion of the Board.
- B. Dates, notices, and agenda shall be according to the policy set by the Board of Directors.
- C. A minimum of two days notice shall be required prior to a Board of Directors meeting.
- D. Two-thirds (2/3) of the Board of Directors shall constitute a quorum.

Section 5. Removal

Any Director, regardless of the manner of election or appointment, may be removed by the Board of Directors upon two-thirds (2/3) affirmative vote of the entire Board of Directors then in office whenever, in its judgment, the best interests of the Chapter would be served thereby. The Director, to be removed, shall be given notice of said meeting at which a decision for removal is to be made and shall be given an opportunity to be heard prior to the final decision.

Section 6. Presence Through Communications Equipment.

The board of directors may permit any or all directors to participate in a regular or special meeting by, or conduct the meeting through the use of, any means of communication by which all directors participating may simultaneously hear each other during the meeting. A director participating in a meeting by this means is considered to be present in person at the meeting.

Initials: _____

Initials: _____

Initials: _____

ARTICLE VIII – ELECTIONS

Section 1.

Elections shall be held annually prior to the beginning of the terms of office.

Section 2. Voting

- A. Only Active members may vote.
- B. Voting may be by mail or electronic ballot.
- C. A majority vote shall elect when there are less than three candidates.
- D. A plurality vote shall elect when there are three or more candidates.
- E. Tie votes shall be broken by drawing lots.

Section 3. Tellers

- A. The Nominating Committee shall serve as “tellers”.
- B. See duties listed below under “Nominating Committee”.

Section 4. Eligibility of Candidates - General Qualifications

- A. Shall be current Active or lifetime member of APIC.
- B. Shall have been a member of APIC for the prior two (2) years.
- C. No Officer or Director may hold local and National office in the Association simultaneously.

ARTICLE IX - COMMITTEES

Section 1. Executive Committee

- A. Shall consist of three members of the Board of Directors: the President, the President-elect, and one member elected by and from the current Board of Directors.
- B. Shall make all necessary decisions between Board meetings to insure the continuous functioning of the Chapter.

Section 2. Standing and Special Committees

Standing and Special Committees are appointed by the Board. The composition, terms, and duties of these committees shall be determined by the Board of Directors. Appointments shall be made on a year-by-year basis.

Section 3. Audit and Finance Committee

- A. Shall be comprised of the President, President-elect, Treasurer and such other members as determined by the Board of Directors.
- B. Shall be chaired by the Treasurer.

Section 4. Nominating Committee

- A. Qualifications: To be eligible to serve on the Nominating Committee, an individual must meet those qualifications stated in Article VIII. Section 4.
- B. Composition and Duties
 - 1. Shall consist of two (2) members to be elected by the membership for a one-year term.
 - 2. Shall not be eligible to run for any office while serving on the Nominating Committee.
 - 3. Shall solicit nominations.
 - 4. Shall develop procedures for the conduction of elections and submit for Board approval.
 - 5. Shall develop and submit a slate of candidates for the Chapter ballot to the Board of Directors for approval at the October meeting.
 - 8. Shall notify all nominees of their status regarding their candidacy.

Initials: _____ Initials: _____ Initials: _____

- 9. Shall prepare a ballot for distribution to the membership at least two weeks prior to the November meeting.
- 10. Shall count the ballots in accord with established procedure approved by the Board of Directors.
- 11. Shall submit to the Board of Directors a written analysis of ballots cast and the number cast for each candidate.

ARTICLE X - OFFICIAL PUBLICATION

- A. The official publication of the Association shall be the *American Journal of Infection Control*.
- B. All members shall receive the *American Journal of Infection Control*.

ARTICLE XI - LIABILITY AND INDEMNIFICATION

Section 1. Limitation of Liability

No officer or director shall be personally liable to the Chapter or its members for monetary damages for breach of fiduciary duty as an officer or director not withstanding any provision of law imposing such liability, provided however, that this provision shall not eliminate the liability of an officer or director to the extent that such liability is imposed by applicable law, (i) for any breach of the officer's or director's duty of loyalty to the Chapter or its members, (ii) for acts or omissions not in good faith which involve intentional misconduct or a knowing violation of law, or (iii) for any transaction from which there is improper personal benefit. This provision shall not eliminate the liability of an officer or director for any act or omission occurring prior to the date upon which this provision becomes effective. No amendment to nor repeal of this provision shall apply to or have any effect on the liability or alleged liability of any officer or director for or with respect to any acts or omissions of such officer or director occurring prior to such amendment or repeal.

Section 2. Indemnification

The Chapter may, in the sole discretion of the Board of Directors, indemnify in whole or in part any person (and his heirs, executors, administrators, or other legal representatives) who is or shall have been an officer or director of the Chapter or any person who is serving or shall have served at the request of the Chapter against all liabilities and expenses (including judgments, fines, penalties, and attorney's fees and all amounts paid, other than to the Chapter, in compromise or settlement) reasonably incurred by any such officer, director, or person who may be a party defendant or with which he may be threatened or otherwise involved, directly or indirectly, by reason of his being or having been an officer or director of the Chapter or such other Chapter, except in relations to matters as to which any such officer, director, or person shall be finally adjudged, other than by consent, in such action, suit, or proceeding to have been liable for bad faith or misconduct in their performance of his duty as such officer or director.

ARTICLE XII - PARLIAMENTARY AUTHORITY

The parliamentary writings of General Henry M. Roberts, *Roberts Rules of Order*, most recently revised, govern the Association in all cases not covered by these bylaws or the APIC Articles of Incorporation.

Initials: _____

Initials: _____

Initials: _____

ARTICLE XIII – AMENDMENTS

Section 1. Process

Amendments to the bylaws shall be referred to the Policy and Bylaws Committee for study and necessary revisions. In accord with established procedure, proposed amendments, as presented by the Policy and Bylaws Committee, shall be approved by the Board, and shall be submitted to the membership via mail or electronic ballot and must be approved by two-thirds (2/3) of the membership voting.

Section 2. Approval

Amendments approved by the voting membership shall not become final until they have been submitted to the APIC Chapter Services Coordinator, who will then seek final approval from APIC's Legal Counsel. The Chapter Services Coordinator shall notify the local Chapter of approval or non-approval. Approved Bylaws (original copy) shall be sent to APIC National Office for inclusion in local Chapter's permanent file.

ARTICLE XIV – FINANCIAL OPERATIONS

The Chapter shall keep accurate and complete books and records of its accounts, meetings and proceedings of the organization. There may be annual audit of the books and accounts of the Chapter in such a manner as directed by the Board of Directors of APIC. The Treasurer shall submit necessary documentation as required by APIC.

ARTICLE XV – DISSOLUTION OF THE ORGANIZATION

In the event of dissolution, the board of Directors, after payment or making provision for the payment of all liabilities, shall dispose of all the assets of the Chapter by distributing the assets to the said organization known as the Association for Professionals in Infection Control and Epidemiology, Inc. (APIC), as an exempt organization under Section 501 (c) (3) of the Internal Revenue Code of 1986, as amended, or a successor statute.

Initials: _____

Initials: _____

Initials: _____

Handout K:

Websites & Digital Slideshows by Cathy

Cathy J. Mueller
600 N. Anton Ave.
Marshfield, WI 54449
715.254.9037 night
715.221.9833 day
cjmuellet@hotmail.com

Client: Wisconsin APIC

Date: 11/25/08

Webmaster Responsibilities:

I (Cathy Mueller) would assume overall webmaster role for the Wisconsin APIC website. My responsibilities include:

1. Redesign the Wisconsin APIC website in a format which will allow all users to access information regardless of the year of software on the computer (PDF format). Redesign the website to develop a consistency between the four chapters on streamline areas of commonality. The site should be graphic, usable and improve the overall credibility of Wisconsin APIC's online presence. The redesign would allow for photos/images to be displayed.
2. Expand the space available on the Wisconsin APIC website to allow more data files and pictures to be stored.
3. Manage the domain name and hosting fees through Host Assured.com, with assistance from the Badger APIC liaison.
4. Communication with the four chapter liaisons for data management of the website.

Client Responsibilities:

We (North Central, Northeastern, Badger, and Southeastern Chapters) would assume responsibility for the following as it relates to the Wisconsin APIC website.

1. Identify a liaison from each chapter to feed content and requests to the webmaster in a timely manner.
2. All four chapters would be responsible for the cost of the contract to the webmaster.

Length of Contract:

1 year management of website – January 2009-December 2009

Cost: \$500 (\$125.00 per Chapter)

This cost does not include any cost issued by Host Assured.com for the domain name and hosting fees (for 2008 this was \$118.90).

Handout L:



LOGO WEAR

NAME: _____ Phone: _____

STYLE		QTY	SIZE	PRICE	TOTAL
Women's Stretch Knit Cardigan			S M L LX 2XL	\$24.95	
Columbia Fern Creek Ladies Vest			S M L LX 2XL(add \$5)	\$29.95	
Women's 100% Peruvian Pima Pique Polo			S M L LX 2XL	\$24.95	

**Please make checks payable to: NEW APIC
Orders will be placed November 10th.**