

**Sierra APIC Chapter 044
Board Retreat Meeting
Thunder Valley Casino
Date: January 5, 2007**

Members present: Andrea Sue Guest, Nolana Daoust, Karin Dentinger, Mauro Garcia, Erick Berry, Schyerle Beal, Candi Corey, Dawn Bacon, Paula Newman, Terry Nelson, Sue Deal, Robert Berg, Linda Joseph, and Stephanie Lambert.
Meeting called to order at 0930

Agenda	Discussion	Action	Status/Follow-up
Welcome by Erick Berry	Group introductions were done with each member stating their name, position on the board, and facility they work for. The group played a Bingo game. The winners were Karin, Mauro, Robert, Stephanie, Paula, and Terry. Each received a scratch ticket. There were no big winners☺	None	Closed
Agenda and By-Law Review by Erick Berry	The by-laws were reviewed. Each officer read their duties aloud to the group and the duties were discussed. The committees were reviewed. There was discussion of the Nominating Committee as the by-laws state that it shall consist of six members that are elected. Dawn was the only person elected and she has recruited Danelle Gallo, Candi Corey, and Marti Carter to help. The question was raised if these recruited members need board approval and membership approval prior to assuming their duties since they were not elected. Also discussed is the term for their service as the by-laws state a two-year term on a rotating basis with 3 members the even year and the other 3 the odd year. Discussion of the by-laws as the wording is confusing. The board agreed that the members are appropriate as approved and not elected and that a 50/50 representation in the even and odd years is sufficient. Stephanie motioned approval and Robert 2 nd . M/S/A. It was decided that this would be taken to the general members for approval as well. Erick suggested that we consider updating our by-laws to align with the language of the San Francisco chapter. He provided examples of their job descriptions, which are more detailed than the APIC Sierra chapter descriptions. The pros and cons were discussed. Terry suggested that it would be difficult to make frequent changes to the by-laws and would be more realistic to keep the core responsibilities spelled out in the by-laws and have a separate job description available for the board members to review. Erick requests further review of the by-laws at the January board meeting. The board members are to bring suggestions to the January meeting, including input for their own positions. The by-laws will be an	Terry to work on revision of by-laws to update wording for Nominating Committee. Erick to bring Nominating Committee members to the January General Member Meeting for approval. By-Laws to remain on agenda as open item for discussion through March for final approval in May. Board members to update their own job description.	Open Open Open

	open item for the March agenda to finalize changes. The final draft will be done for the May meeting for approval.		
State of the Chapter by Terry Nelson	<p>Terry reflects on his term and states it was overall successful. <u>His list of accomplishments is as follows:</u> More focus on caring for members, not just task of job. Implementation of experienced ICP project. Increased activity in CACC, with one chapter member elected to CACC board. Recognition and election process updated. Increased vendor participation to annual conference, making it overall successful. Hosted national known speakers for chapter education, one being elected as Educator of the Year. There was increased participation from chapter to the National Conference. Introduced Hospitality Committee with increased reception of new attendees with increased membership and retention. Updated Treasurer's report with increased usability related to new software. Financial goals accomplished for 2006. There was chapter participation in a national Clorox project, where we provided input for their focus group. The mission statement was revised. The brochure and membership packets were updated. Finally, and most importantly, Terry congratulates Erick on his new arrival—a new baby!</p> <p>Terry states that the year was gratifying and rewarding. He enjoyed recognizing each talent and putting that talent into action. His parting comment—"Pace yourselves and be patient in driving changes." <u>Further discussion of the years events is as follows:</u> Dawn adds that the educational offerings in 2006 were great and requests that Mauro either continue at the same bar or even raise it. Sue agreed. Paula adds that new members feel our group is welcoming. Erick suggests continued efforts to reach out to long term caregivers. Mauro suggests a newsletter be created of current events, outbreaks, committee reports, etc...This is up for more discussion.</p>	<p>Thank you Terry to a job well done!</p> <p>Mauro to bring suggestion of newsletter to next meeting.</p>	<p>Closed</p> <p>Open</p>
2007 Chapter Excellence Awards by Erick Berry	Erick discussed moving forward in applying for a couple of the awards as we meet the criteria for them. These include Member Support and Organizational Excellence and Education, Communication, and Information Resources. If awarded, the money could be used as a resource to the chapter for things like books, videos, materials, etc...There was discussion of how to accomplish this. Dawn, Sue, and Stephanie will volunteer now, others to follow. The deadline for the application is February 1, 2007. Volunteers are to have information ready for next meeting for review. Erick	<p>Dawn and Sue will prepare draft application for the Member Support award by next meeting. Deadline Feb 1, 2007 for submission.</p> <p>Erick and Paula will prepare draft application for the Education award by next meeting. Deadline Feb 1, 2007 for submission.</p>	<p>Open</p> <p>Open</p>

	requested the BRN files for the past 2 years of CEs from Paula. Stephanie suggests that during this term, we prepare the chapter for meeting the criteria for the Clinical and Professional Practice award. The board agrees to set this as a goal for 2008.	Paula to provide BRN files for CEs for past two years to Erick.	Open
2007 Chapter Goals by Erick Berry	<p>Erick states that the goal is to achieve at least one Excellence Award this year. Educational goals include plan to educate on APIC standards. Nolana suggests that we offer a study group for CIC prep. Andrea Sue volunteered to help Nolana arrange this. Erick reviewed National Goals and suggests that we align the chapter goals with those of Vision 2012. Discussion of the 5 goals ensued. Erick requests input to concrete the chapter goals. Input is as follows:</p> <p>Define IC program standards of practice, educate membership on national efforts, promote CIC, educate towards certification, and education on prevention from those who are successful.</p> <p>The mission statement was reviewed. Terry suggests our goals reflect our mission statement. Stephanie suggests active participation in Public Health groups to implement SB 739 and educate on requirements. Also discussed were ideas on how to combine group efforts in Pandemic and Disaster planning. Groups, such as NCPPI, are already meeting and the goal is to combine efforts and bring the information to the members so that we are all on the same page.</p> <p>The goals are as follow, pending approval: SB 739 advisory group participation, Identify work group participants, Review of Practice standards, Promote CIC certification with study groups, Donation to the foundation to support research, Query membership for local ICP research efforts, Combine Emergency planning efforts, Bring information to the members, Participate in CAHAN, and keep the website updated with all the current information relating to these topics.</p>	<p>Nolana and Andrea Sue to arrange CIC study group.</p> <p>Further review of the goals is needed with an approval pending.</p>	<p>Open</p> <p>Open</p>
Financial Report by Karin Dentinger	Financial report was distributed and discussed. 4 th quarter UBS transactions are not complete. Transfer from the UBS account has not been done. Discussion if transfer is necessary. There were proceeds of \$140 from the annual conference due to increased vendor participation. There is one outstanding vendor payment pending from a returned check. Karin will follow up with this vendor to regain payment. The goal for registration was not met. Today's meeting is to come out of the 2006 budget. Bonding renewal was done. CACC was over the budget by \$175 as cost for travel expenses was more than expected. No scholarships have been paid. 3 were awarded, 2 backed out, and one is pending	Karin will follow up with outstanding vendor to regain payment.	Open

	<p>presentation. Karin or Erick will follow up with this recipient. National conference money was not paid out to the President-elect, as he did not go. Items such as office supplies, honorariums, and website expenses were not budgeted correctly. Discussion of goals for 2007 budget. Would like to increase cost for CEs, increase vendor fees from \$75 to \$100 per table. Need to increase allotment for CACC expenses. Robert questioned the allotted \$3000 for the educational conference as it doesn't seem to be enough to cover the officers. Erick stated that it was decreased since National is local in San Jose this year. Discussion regarding UBS account and goal for that money. Karin states no money has been transferred from that account in 5 years and that money is needed to cover service charges for checking account. Discussion of Treasurer's role with transferring money back and forth between accounts. Terry suggests giving the treasurer the freedom to transfer without board approval each time. Further discussion if need to transfer funds from UBS account now into checking. Karin requests to table until next meeting when UBS account has been updated. She will bring updated balances for discussion. Terry motioned that we have a solution ready by next meeting. Robert second. M/S/A. Erick states that we will do a final budget review at the end of the meeting today.</p>	<p>Karin or Erick will follow up with scholarship recipient.</p> <p>Terry, Karin, and Erick to have solution ready next meeting for Treasurer's role in transferring money.</p> <p>Karin to bring updated balance sheet for both accounts to next meeting.</p>	<p>Open</p> <p>Open</p> <p>Open</p>
<p>Membership Report by Jennifer Block</p>	<p>Jennifer is not present. Erick states he'd like to see more efforts in recruiting in 2007, especially to those attendees that are consistently present. Dawn states she had good success in recruiting during her term. Terry suggests targeting those members that don't renew membership—perhaps get a list from National. Dawn states it would be impossible to get an accurate list from National as they are always behind. Erick suggests putting more info on the website and putting the web address in the brochure. Erick suggests a survey of the members to get input on their needs and what educational topics they want. Robert suggests doing a survey every year in November so that the following year can be planned accordingly. Erick states that the survey monkey is free and would be a good option. Nolana wants to survey members for input for the website too, possibly even do paper surveys at each meeting as well to get snapshot input from members. Many suggestions were given. To be discussed further. Erick wants this is an open agenda item with a target date of November for survey. He also wants the brochure updated by the May meeting. Paula volunteers</p>	<p>Open agenda item—survey of members. A survey to be formalized by November.</p> <p>Paula to obtain brochure from Dawn and update by May meeting.</p>	<p>Open</p> <p>Open</p>

	to work on it. Dawn to send Paula the electronic document for revision. Dawn will meet with Nolana go update the list of board members to the website.	Dawn to meet with Nolana and update board members to website.	Open
Chapter Meetings by Erick Berry	Erick states meeting have gone well. Meeting location and dates remain the same for 2007. Robert suggests more input from the Public Health Department. He would like a report from them at the chapter meetings regarding current events or community trends. Erick states challenges as members are from multiple counties. Nolana suggests having one board member act as Public Health Liaison and find a contact for each department. That contact could send a report to the Liaison, who could update the chapter. Robert volunteered. Terry suggests having 1-2 questions for CIC review posted at each meeting. Stephanie asks if a bigger room is available for the meetings and a better A/V system. Erick states the A/V system should be shut down during networking as the bulb is overheating causing the existing problems. Also, this room will suffice if we limit to only 2 vendors per meeting. Robert asks if there is a need to move the meetings to monthly. Erick states challenges with arranging speakers and remaining as organized. Karin asks if all duties have been assigned (i.e. Food and vendors). Erick states he will place a standing order for the food. Other duties will be discussed later.	Robert to call each Public Health Department and establish a contact for reports. Erick to place standing order for food.	Open Closed
Strategic Partners by Erick Berry	Erick wants to promote more membership and input from vendors. Some vendors come to display, and others join the chapter. We had one vendor that ran for office in the last election. This sparked questions from the board regarding conflict of interest and ethics. Erick would like to have sponsorship for the chapter and display their logo on the website. He would like to see them more recognized with an expanded infrastructure to the chapter, to align with National. Stephanie voices concerns with ethical issues. She volunteered to research an ethical framework for this partnership. Erick states we need a volunteer to arrange vendors for meetings and the annual conference. We also need active recruitment of vendor participation. This would be a 2 year commitment. Stephanie volunteered.	Erick to head a project to form strategic partner with vendor sponsorship for chapter. Schyerle will assist. Stephanie to research ethical framework for vendor sponsorship. Stephanie volunteered to be vendor coordinator.	Open Open Closed
Education by Mauro Garcia	Mauro states he is open for suggestions. He is still planning offerings for this year. The standard structure for the chapter meetings is working and will continue. <u>Chapter Education:</u> He would like to see one main speaker with several smaller speakers listed as well. Paula cautions that there a specific guidelines for offering CEs. The smaller speaker topics may not	Mauro to continue to plan educational offerings.	Open

	<p>qualify. She requests more communication in preparation so that she can ensure those requirements are met. Mauro states he'd like to expand in more areas such as Long-term care. Robert suggests 15 min of round table for hot-topics at each meeting. Erick suggests one hour of CEs is enough. When trying to offer 2 CEs, there are challenges with time. Question of how to charge for CEs. Routinely charge for one, but if runs over, members ask to get two CEs. The board agreed that we should charge for one CE as this is how the class is set up, and if it runs over, then give the other CE free. Sue suggested a time for members to share current articles of interest. Candi suggests a copy of it on the back table. It was also suggested that the Webmaster can provide a link from our website to certain topics. Erick agrees to allow time at the end of the meetings for this sharing.</p> <p><u>Annual Conference:</u> Mauro states his goal for the annual conference is aimed at getting back to the basics in clinical issues. This will be good for new ICPs and a nice review for those with experience. Erick states that when planning, we should be mindful of the Long-term care annual conference as last year it was the same day which decreased our registration. Sue suggests having members from our Long-term care facilities help with the planning. Terry suggests having the conference as a split day even with half for acute care and half for Long-term care. Mauro will continue to work on planning this event.</p> <p><u>Scholarships:</u> In 2006, 3 scholarships were awarded. This money came from the UBS account. Of those 3, 2 awardees backed out and one has not presented yet, so none have been paid. Discussion of why those members backed out and how those funds could be reassigned. A lottery system was utilized to pick awardees. Discussion of criteria for submission. Erick states having members preregister on the website did not work well. The lottery system did work. Dawn suggests awarding at different times of the year. Stephanie asks if we could award smaller scholarships several times a year. Sue suggests a deadline for use, if not used then rescind and reassign. Discussion of the UBS account and how to best utilize the money. If we award 3 scholarships a year that get used, then the UBS account will be emptied out at a rapid pace. Linda suggests that one scholarship per year might be more realistic with an added one ticket per meeting awarded for the annual conference. The board discussed and agreed. Terry motioned. Schyerle 2nd.</p> <p>M/S/A Mauro will announce at the January meeting.</p>	<p>Erick to allow time at end of meetings for sharing of articles.</p> <p>Mauro to plan for annual conference.</p> <p>Mauro to announce scholarship at January</p>	<p>Closed</p> <p>Open</p> <p>Open</p>
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	Plan to award the one scholarship at the March meeting. The board will draw the alternates with anticipation that the scholarship be used for the National Conference. Mauro will draw one name each meeting for a ticket to the annual conference.	meeting. Will draw name at March meeting. Will draw one ticket per meeting for the annual conference.	
Governmental Affairs by Erick Berry	Erick states that Rachel Green can no longer fill this position. States that we need a volunteer to keep up with current legislative events. Erick states that Shelly Morris was interested but is too busy with CACC to make every meeting. Robert volunteered to work with Shelly. He will also get with Rachel for turn-over of information. Stephanie will consider taking on this role next year.	Robert to meet with Rachel and Shelly for turn-over of legislative information.	Closed
Website by Erick Berry	Nolana volunteered to be the Webmaster this term. She plans to provide the board with a utilization report. She is hoping to set the site up so that it can count how many hits it receives. Also planning with the vendor sponsorships to place the logo of those vendors to the site. Nolana wants to survey the members to see what their needs of the website are. Plans to post the board members and their responsibilities to the site so visitors know who to contact for questions. Erick asked if the minutes still need to be posted to the site. The board felt it was valuable to continue. Also asked if the hard copy notebook needs to remain available. Erick felt this should be brought to the members. There were many suggestions on what to post to the site (i.e.: by-laws, regulations, policies, position statements, etc...) Erick suggests a career center with links to IC jobs, CIC info, etc... Nolana needs suggestions on how to build this page and its content. She requests that board members email her their ideas. There is \$300 in the budget for domain registration. Nolana is to decide how to register (i.e.: one year vs. 3 years).	Schyerle to send the minutes to Nolana to post to website. Erick to ask members if the hardcopy minutes are needed. Open item: use of website. Further discussion at next meeting. All board members email ideas for website to Nolana. Nolana to register domain.	Closed Open Open Open Open
CACC by Erick Berry	The President and President-elect are the representatives that attend the CACC meetings for our chapter. All board members are also encouraged to attend. The meetings are scheduled for February 2, 07 in Ontario, the first Friday in May in Sacramento, San Diego in August, and Oakland in November.	None	Closed
Board Elections 2008 by Erick Berry	It was suggested to get the nominations out earlier. The by-laws need to be changed regarding how the ballots are sent out. Currently it reads the ballots are to be mailed. However, the chapter has been using e-mail. Questioned if this is the same. Plan to update the language of the by-laws. Erick requests that Dawn schedules the events and add to the agenda as a standing item to keep the membership informed. Robert suggests putting dates next to the name of the board	Dawn to add schedule nominating events as standing agenda item.	Open

	positions so that everyone knows which seats are coming available. Stephanie suggest link from website to job description of each board position.		
National Conference by Erick Berry	Discussion of who will attend the National Conference. Plan to have a chapter social event during that week to get all members together. Suggested that more communication be done ahead of time as last year it was hard to figure out what time and where the event was to take place. To be discussed at next meeting. Terry suggests that the chapter have matching T-shirts made up to wear. He agreed to research this idea and report back by the March meeting. We can also sell them to the members. Karin suggests that we use local items for the silent auction gift since the conference is in San Jose. Candi and Paula volunteered to prepare the gift idea. To discuss monetary amount later. Discussion of San Francisco chapter hosting National and the need for proctors to work in rooms. The proctors would be able to attend for free for the day they are scheduled. Nolana volunteered to find out more information about this to bring to the members.	Terry to research cost for chapter T-shirts. Candi and Paula to gather ideas for silent auction gift. Nolana to get info about proctoring for National and report to members.	Open Open Open
Budget Review by Karin Dentinger	Further discussion of the proposed budget reviewed earlier. Money is needed for the Research Foundation. \$400 allotted historically. Question if amount to remain the same of if we want to change it. The money could be used any way: either 50/50, 70/30, etc... split with cash and silent auction gift. Candi and Paula to see how much is needed for the gift, the rest will be donated as cash. Schyerle motioned. Stephanie 2 nd . M/S/A Since only one scholarship is to be awarded this year, the other two scholarships will be removed from the budget. Joint venture income is not on the budget since the National Conference is local this year. Vendors = proceeds. Karin suggests that we try to have 3 vendors per meeting vs. 2. Space is limited. Erick suggests a vendor fair be organized during the year to meet this need. Erick will see if we can expand the space at Keiser Point West to allow for more vendors. Karin suggests we wait to have final approval of the budget until the statements from the UBS account is in. She will make adjustments to the budget to include the Research foundation and scholarships. Further discussion if need to transfer money from UBS account next meeting.	Candi and Paula to decide how much money is needed for silent auction gift. Erick to research room options at Keiser Point West. Karin to adjust the budget. To bring update to next meeting for discussion.	Open Open Open

Meeting adjourned at 1455 Respectfully submitted by Schyerle Beal, Recording Secretary, APIC Sierra