

Sierra APIC Chapter 044

Board Retreat

Date: January 8, 2010

Sutter Center for Health Professionals

Members present: Vicki Norris, Robert Berg, Cheryl Richardson, Schyerle Beal, Paula Newman, Candi Corey, Diana Matthews, Stacey Nieporte, and Andree Sue Guest.
Meeting called to order at 0932

Agenda	Discussion	Action	Status/Follow-up
Welcome by Cheryl Richardson Minutes from Chapter and Board Meeting	No minutes to approve.	Info Only	Closed
Officer Function/Committee/Bylaw Review by Cheryl Richardson	<p>Positions include President, President-Elect, Treasurer, Treasurer-Elect, Recording Secretary, Membership Secretary and Past-President. There are 8 members on the Board of Directors and 3 on the Nominating Committee. Discussion of what each position is responsible for. The Board feels that the bylaws are not very specific in detailing the roles of each position. It is felt best to leave the bylaws more general. Suggestion to create policies to outline the details. Robert motioned, Diana 2nd: M/S/A. Cheryl and Paula will work together to accomplish this and bring a draft to the March meeting. Plan to send to the board for review prior to the meeting. Schyerle will send them a copy of the CACC bylaws and policies for an example. Cheryl will then send an email to the board setting the expectations of each role and the tasks assigned. More discussion to come at the Jan 15 meeting.</p> <p>Timeliness of communication to the membership has been difficult over the past year. Desire to have meeting reminders, with roster and educational topic, sent out 2 weeks prior to each meeting. Then, the location and map with meeting reminder to be sent out 1 week before meeting. Discussion of who to send out the communication. Bylaws are specific in stating that the Membership Secretary is to communicate with the membership. However, over the past year, Harriette has functioned as the Communications Coordinator. Harriette is out of the country at this moment and it's identified that we need a second person she can hand off to when she's not available. The Board agrees that the Membership Secretary and Communications Coordinator should work together to accomplish this. Further discussion regarding the chapter roster. The Board feels that an accurate and updated roster is needed ASAP for 2010. It's been in the works, but not distributed yet. Cheryl to follow up with Terry to ensure this happens.</p> <p>Bylaws were reviewed in 2009 with no changes. It is</p>	<p>Cheryl and Paula will formulate a draft of the board function policies for the March meeting. Plan to send to the board for review prior to the meeting.</p> <p>Cheryl will then send an email to the board setting the expectations of each role and the tasks assigned.</p> <p>Harriette and Terry to work together to coordinate more timely communication.</p> <p>Cheryl to follow up with Terry for updated roster.</p>	<p>Open</p> <p>Open</p> <p>Agenda for Jan 15</p> <p>Closed</p> <p>Open</p>

	<p>noted that the last update documented on the form is outdated. The bylaws will be updated this year with copies of the current bylaws to be saved for historical documentation. Paula will work on this. Plan to add the bylaws to the website once complete.</p> <p>Discussion of educational committee and speakers to be scheduled. Other committees include The Executive Committee, the Nominating Committee, The Hospitality Committee, and Vendor Committee. We need to clarify if Harriette will continue as the Legislative affairs coordinator. Cheryl will confirm.</p> <p>Board meetings are sometimes lengthy and repeat the same info as given at the member meeting. The board feels that information to be discussed should go out to the board prior to the meeting for review and that any reports that go to the membership should be deferred from the board meeting.</p>	<p>Paula to work on bylaws updates.</p> <p>Thank you to Stacey and Cheryl for coordinating a successful 2009 educational program with generous vendor support!</p> <p>Cheryl to confirm Harriette as Legislative Affairs Coordinator.</p>	<p>Open</p> <p>Closed</p> <p>Open</p>
<p>State of the Chapter/Goals Review by Paula Newman</p>	<p>Paula would like suggestions of how to report the state of the chapter information. What is needed?</p> <p>Suggestions include information regarding membership (if increased), how many paid members vs. attendees. Felt that the attendance has dropped due to the economy and H1N1 activity. Discussion of chapter profits during a tough economy from increased vendor support and ability to offer a second scholarship in 2010 from that money.</p> <p>Goals Review (See Goals sheet)</p> <p>Goal 1: Met through education at the meetings and the annual conference. Keep for 2010.</p> <p>Goal 2: Met through Sue Chen lecture at chapter meeting and annual conference. Also nice to have a board member sitting on the State HAI taskforce...Thank you Terry! Keep with change to wording to include 'comply with legislative requirements, standards, regulations, and national patient safety goals.'</p> <p>Goal 3: Met through the CIC study group. Keep with change to wording to include 'certification vs. just CIC.'</p> <p>Goal 4: Partially met through contribution to foundation. Difficult to fully meet with budget cuts and pandemic activity. Plan to research further options for 2010. Keep with change to wording to include 'to support IC research efforts locally or nationally.'</p> <p>Goal 5: Met through timely communication to membership regarding quickly changing pandemic information/tools/resources. Keep with change to wording to include 'to collect and share information to support emergency preparedness.'</p>	<p>Info Only</p> <p>Good job Paula!</p>	<p>Closed</p>
<p>CIC</p>	<p>Andree Sue will continue to hold study groups. Suggested to set a date for CIC group to meet vs. as requested. The Board agrees to March and Sept. Discussion of cert/recert exams. CBIC supports the</p>	<p>Andree Sue to do CIC review after the March and Sept meetings.</p>	<p>Open</p>

	<p>online exam vs. SARE because it is more updated. Will plan to report CIC status of members and track new or newly recert'd CIC's for recognition. Will add a column to the roster to capture this information. Will also pole the members for feedback. Plan to promote CIC through highlighting the benefits of the certification. Suggestions to have a speaker from CBIC address the membership. Cheryl will follow up on this.</p>	<p>Cheryl to follow up on possible CBIC speaker for membership.</p>	<p>Open</p>
<p>Educational Review</p>	<p>Cheryl has scheduled a speaker already for the January meeting and has 2 people lined up for the Mar and May meetings, including Dr. Rosenberg. Discussion of topics to cover. Suggestions include the new ATD standards and construction/renovation. Andree Sue suggests something aimed at the SNF population. They have different surveillance definitions than acute care and are not always trained by/connected to APIC. Robert volunteered to do a review of their definitions at the Sept meeting. It was suggested that Wendy could speak to the practical approach. Diana will ask her if she's interested. Possibly offer a break-out session at the annual conference for SNF clients. Stacey will put together a list of SNF facilities and their contacts. Vicki will plan a flyer to be sent out to welcome them to the meeting in Sept.</p> <p>Last year, Cheryl projected dates so she could start arranging the speakers. Vicki agrees that Nov 4 tentatively works for her, and she'll start planning the annual conference for that date. Vicki, Stacey, Andree Sue, Harriette, Schyerle, and Paula will serve as the education committee for this year.</p>	<p>Diana to ask Wendy to present SNF IC practical approaches.</p> <p>Stacey to put together a list of SNF contacts.</p> <p>Vicki to create a flyer to send to SNFs.</p>	<p>Open</p> <p>Open</p> <p>Open</p>
<p>Treasurer's Report</p>	<p>The spreadsheet was distributed and discussed. The green boxes show income, the brown show expenses, and the yellow are the actual numbers for 2009. The 2010 budget proposal was already submitted and approved. The blue boxes depict changes from that proposal. The scholarships for 2008 and 2009 have both been paid from the 2009 budget. The recipients still need to present to the membership. Andree Sue volunteered to present at the March meeting. Sherri is tentatively scheduled for Sept. Paula will notify her. Discussion of officer funding to National conference. Suggested changes to the budget include increased support to the president (up to \$2000), president-elect (up to \$1000), and one officer (up to \$500). Removal of the other 2 officers from funding. With changes to the economy, and cost of registration, travel, and lodging, it is felt necessary to fully support the president to represent our chapter. Also suggested to offer 2, \$500 scholarships. Plan to create a policy addressing how to use unspent funds in order to further membership education. Also to clarify in the policy that scholarship</p>	<p>Andree Sue to present at March meeting.</p> <p>Sherri to present at Sept meeting. Paula to notify Sherri of schedule.</p> <p>Cheryl and Robert to create policy addressing use of unspent funds, what scholarships cover, and reimbursement documentation.</p> <p>Cheryl and Vicki to establish Education policy and capture tracking of scholarships/registration reimbursement/presentations.</p>	<p>Open</p> <p>Open</p> <p>Open</p> <p>Open</p>

	money is to cover registration up to \$500, not to cover other expenses. Vicki discovered a reimbursement document to use to capture expenses. Robert will update and attach to the new policy. Paula motioned, Robert 2 nd , M/S/A budget approved with changes. Further discussion of tracking and awarding scholarships and the required presentations. To review more and incorporated into the Education policy.		
Membership Report	Deferred	None	Closed
Chapter Meetings	The dates and location of the meetings is already set. Plan to be at Sutter Center for all meetings except January, and that's at Shriner's. The meeting dates and locations can be found on the website. Discussion of meeting formats structure discussed earlier. Paula will check with Harriette about getting a meeting reminder out at the beginning of next week.	Paula to check with Harriette about meeting reminder.	Closed
Strategic Partners	Vendors are scheduled through the March meeting. Stacey is working on adding new vendors to the list. Plan to have a max of 4 at each meeting. While doing introductions, they can give a 2 minute introduction of their product. Discussion of vendor payments. Rob will confirm that he received all checks for the annual conference.	Rob to confirm vendor payments for annual conference.	Open
Website	The domain and host services will expire in March 2011. If anyone has suggestions, items to add, or finds any problems to the website, please email to Vicki. Discussion of help to Vicki for management of website. Would like to recruit a new member to train now and take over next year. Cheryl recommends bringing the offer to the membership. It would be nice to have someone volunteer so they're willing to commit. Discussion of how to become a member on the website. Vicki will investigate.	Need volunteer to run website.	Open Agenda for Jan 15
CACC	The May meeting is on 5/7/10 from 1000-1530 in Sacramento. Rob will book a room at Sutter Center. Cheryl stated that APIC Sierra (044) and San Joaquin APIC (19) will be teaming up to sponsor the May meeting (i.e. Arrange food, speaker, etc.) Vicki will contact San Joaquin APIC to schedule the speaker, and APIC Sierra will provide the food and location. Discussion regarding transportation from airport to Sutter Center. Further investigation is needed prior to meeting. Rob will track the RSVP's and write the checks for food. Sierra will pay for lunch for any member that wants to attend the CACC meeting. Plan to promote at the member meeting.	Rob to book a room for CACC meeting and track the RSVPs. Bring CACC invite to membership.	Open Open
Nominations for 2011	After much discussion, it was determined that the following vacancies will be up for 2011 elections: President-Elect, Membership Secretary, 3 Board of Directors, & 3 Nominating Committee Members	Info only	Closed