

**Sierra APIC Chapter 044
Board Retreat**

Date: January 7, 2011

Sutter Center for Health Professionals

Members present: : Cheryl Richardson, Vicki Norris, Shonna Avant, Harriette Carr, Candi Cori, Cliff Evans, Wendy Long-Brandt, Robert Berg, Bill Montalvo, Sue Deal and Altino McKelvey

Meeting called to order at 0915

Agenda	Discussion	Action	Status/Follow-Up
Welcome by Vicki Norris	Vicki welcomed all in attendance. Introductions were made.	Info Only	Closed
Officer Function/Committee Review by Vicki Norris	<p>Policies were not adopted for functions. Bylaws discuss the functions of the officers and committees</p> <p>In the past, timing of receiving and sending out information has been delayed for multiple reasons. For 2011, the communication and membership secretary are the same, so one area of focus will be to improve on sending out timely meeting announcements and reminders. Meeting announcements will be sent 2 weeks prior to the meeting, with a reminder that includes the previous meeting minutes, 1 week prior to the meeting. The previous meeting minutes will be sent to the communication/membership secretary at least 2 weeks prior to the meeting.</p> <p>The previous meeting minutes will be sent out for review and distributed at meetings with a "DRAFT" watermark until approved. Once the minutes are approved, they will be sent to the webmaster, placed into a PDF format and placed on the website.</p> <p>2 rosters will be maintained: 1 will be paid chapter members and 1 will be other participants. A motion was made by Rob that a copy of the current roster should only be distributed to persons that have a current membership in both APIC and the Sierra chapter. Cheryl 2nd. M/S/A</p>	<p>Harriette will send out meeting announcements to members at least 2 weeks prior to the meeting, with a reminder that includes the previous meeting minutes, 1 week prior to the meeting.</p> <p>Shonna will send the previous meeting minutes to Harriette at least 2 weeks prior to the meeting. The previous meeting minutes will be sent out for review and distributed at meetings with a "DRAFT" watermark until approved. Once the minutes are approved, they will be sent to the webmaster, placed into a PDF format and placed on the website.</p> <p>The president will contact the board member that is not UTD on his/her dues to inform him/her that he/she is in violation of the bylaws and dues will need to be UTD by January 21st, or he/she will be removed from the board.</p> <p>Harriette to ensure a current sign-in sheet is sent to Candi Corey prior to each meeting.</p>	Open

<p>Officer Function/Committee Review (continued)</p>	<p>It was discussed that some board members may not be current on their Sierra APIC dues. The bylaws state that all officers and directors shall maintain current membership in both APIC and Sierra chapter. Our records show that 1 board member is not UTD on dues. The president will contact this person to inform him/her that dues will need to be UTD by January 21st, or he/she will be removed from the board.</p> <p>A current sign-in sheet will be sent to Candi Corey prior to each meeting. If Candi is unable to attend a meeting, she or the membership secretary will ensure that the sign in sheet is available at the meeting.</p>		
<p>State of the Chapter Report by Cheryl Richardson</p>	<p>Cheryl thanked everyone for their support during her term as President in 2010.</p> <p>2010 goals were reviewed. Goals 1,3 and 5 were met. Goals 2 and 4 were partially met.</p> <p>Regarding goal 3: Ideas were discussed to improve CIC certification in the chapter. Cheryl and Shonna volunteered to explore avenues to assist in increasing certification by webex, teleconference, etc. Cheryl to ask Andree Sue Guest if she is still interested in continuing the CIC study groups.</p> <p>Regarding goal 2: The Board will explore ways of offering meetings via Webex or Teleconference to remote facilities. A Webex trial will be done during the January 21st membership meeting. Harriette will give contact information for a remote facility to Cheryl and Cheryl will set up a Webex during the meeting through an online meeting account.</p> <p>2011 goals were presented by Vicki Norris. The goals were discussed and approved. Goals will be added to the Sierra APIC website.</p>	<p>Cheryl and Shonna volunteered to explore avenues to assist in increasing certification by webex, teleconference, etc.</p> <p>Cheryl to ask Andree Sue Guest if she is still interested in continuing the CIC study groups.</p> <p>Harriette will give contact information for a remote facility to Cheryl. Cheryl will set up a Webex during the January meeting through an online meeting account.</p> <p>Vicki to add 2011 Goals to the Sierra APIC website.</p>	

<p>Treasurer's Report by Robert Berg</p>	<p>A 2011 Budget report was distributed. The budget was previously approved in September.</p> <p>A motion was made by Rob to waive table fees for vendors that provide speakers at a meeting or educational conference. Cliff 2nd. M/S/A.</p> <p>The catering company that is currently used for meetings and conferences has requested a "house account", secured with a credit card from Sierra APIC. Rob would like to find a new catering company that will continue to take Sierra APIC checks rather than using a credit card.</p> <p>The APIC Sierra Funding for Officer's Attendance Policy was approved with 1 change (change Legislative rep to Officer/Board Member) Cheryl made motion to approve, Harriette 2nd. M/S/A.</p> <p>The APIC Sierra Annual Conference Reimbursement Policy was approved. Cheryl made motion to approve, Cliff 2nd. M/S/A.</p> <p>Rob to update signature card for accounts. The signature cards will be updated on an annual basis with the Treasurer and President's signatures.</p>	<p>Rob to search for catering companies that will accept checks from Sierra APIC rather than securing with a credit card.</p> <p>Rob to update Sierra APIC account signature cards. Signatures on cards will be updated annually and will be the signatures of the Treasurer and President.</p>	<p>Open</p>
<p>Recruitment and Retention report by Harriette Carr</p>	<p>Ideas to increase recruitment of members to Sierra APIC were discussed (Current: 106 members).</p> <ul style="list-style-type: none"> • Offer prizes and grand prizes to attendees of meetings (must be current Sierra APIC member). Place name into drawing each time one attends. More attendance will increase chances of winning grand prize (paid attendance fees to annual conference) in September. Motion to approve made by Cheryl. Rob 2nd. M/S/A. • Contact facilities or affiliates (i.e. Kaiser) to find out why IPs are not attending. 	<p>Vicki to complete Needs assessment survey questions and send to Cheryl to place on Survey Monkey and send out to non-Sierra APIC members after final approval by the Board.</p> <p>Paula to update New member packets</p>	<p>Open</p>

<p>Recruitment and Retention report (continued)</p>	<ul style="list-style-type: none"> • Send out Needs Assessment Survey on "Survey Monkey" to find out why IPs are not attending, what would IPs like chapter to offer, etc. <ul style="list-style-type: none"> ○ Survey questions were established and Vicki will send to Cheryl to "fine tune" and place on Survey Monkey. ○ How many meetings did you attend last year? ○ What topics would you like to see offered at meetings? ○ What are your barriers to attendance? ○ What would increase your attendance? ○ What past topics were helpful to you? <p>New member packets need to be updated</p>		
<p>Education report by Vicki Norris</p>	<p>The tentative date for the annual education conference is 11/3/2011. The Holiday Inn Express was verbally "held" by Vicki. There was discussion regarding the location. The board may want to consider having the conference at Sutter Center for Health Professionals due to some vendors requiring table to be set up in a separate area from speakers.</p> <p>Harriette sent out an APIC recommended Speaker checklist that was presented at an APIC Leadership Seminar. The checklist can be used as a tool to help alleviate problems, such as conflicts of interest with speakers. The checklist will be voluntary for speakers to complete prior to speaking at a Sierra APIC event. Most speakers should be familiar with the forms/consents due to new regulations for vendors/speakers. Some vendors may not be fully aware of the requirements as the information may be sent/approved through a company's regulatory affairs division. Paula to check with National APIC to see if checklist is mandatory.</p>	<p>Paula to clarify if Speaker checklist is required or voluntary (to clarify with National APIC: Crystal Moohn)</p>	<p>Open</p>

Education report (continued)	A motion was made to offer 2 educational scholarships for 2011. Currently, 1 scholarship is budgeted. The scholarships will be equal to the amount of the early bird fees for the conference. Application for the scholarships will be available on the website, sent out via e-mail and discussed at meetings. Cheryl motioned, Rob 2 nd . M/S/A.		
Strategic Partners report by Cliff Evans	<p>Cliff has consolidated a vendor list using lists that he had as well as lists from Harriette Carr and Stacey Nieporte (past vendor coordinator). Cliff is attempting to have 4 vendors per meeting. The cost of a vendor table is: \$100.00 at a general meeting and \$200.00 at the annual conference.</p> <p>Harriette has been receiving multiple requests from vendors for a roster. She will refer the vendors to Cliff. Cliff refers any vendors that have educational offerings to Harriette so that the information can be sent out via e-mail.</p> <p>The Board may want to consider allowing vendors to host dinners, luncheons, etc. after a Sierra APIC event. Sierra APIC will have a general statement that the vendor event is not sponsored or endorsed by Sierra APIC</p>	Info only	Closed
Bylaws review by Vicki Norris	Bylaws were reviewed and changes by Paula Newman were rejected. Motion to approve bylaws with new changes was made by Harriette. Cheryl 2 nd . M/S/A.	Info only	Closed
Governmental Affairs report by Harriette Carr	<p>Harriette discussed that the time period to propose changes for Title 22 is still open. She recommends that all facilities review and propose changes. If the time period is still open, it will be added to the agenda for the Jan. 21st meeting.</p> <p>CDPH published the HAI report and it is available on their website. Shonna to send to Harriette Carr for e-mail distribution.</p> <p>L. DeMartini has taken K. Billingsley's</p>	<p>Vicki to contact Schyerle Beale to ask if she would consider being the Sierra APIC Representative for Legal/Governmental Affairs</p> <p>Shonna to send CDPH HAI report to Harriette for distribution via e-mail.</p>	Open

Governmental Affairs report (continued)	<p>position at CDPH. She has a pharmaceutical background. Contact will be made to request that she attend/speak at a meeting in 2011.</p> <p>A request was made to contact Schyerle Beale to ask if she would consider being the Sierra APIC Representative for Legal/Governmental Affairs</p>		
Website report by Vicki Norris	<p>Vicki and Mauro Garcia are planning on working together to maintain the current website. Mauro will eventually take over as webmaster. The cost of the website for 3 years will be \$389.00.</p> <p>If any requests to receive/use educational material on the website are made, the webmaster will inform the requestor that the author of the material must consent to distribute.</p> <p>Discussion of sponsorship for the website will be deferred to the January board meeting.</p>	Info only	Closed
CACC Report by Vicki Norris and Cheryl Richardson	<p>Sierra APIC will host the CACC meeting on 5/6/2011 from 9-3. Speakers and food will need to be set up. The board should consider increasing the cost for attendance to cover any unexpected expenses. The meeting will be free for current Sierra APIC members.</p> <p>CACC is exploring holding 1 virtual meeting during 2011.</p>	Info only	Closed
Officer/Board Elections for 2012 by Vicki Norris	<p>Open positions for 2012 will be: President-elect, Secretary, Board of Directors (2) and Nominating Committee (2). 1 Nom. Committee position is currently vacant.</p> <p>The open positions will be posted on the website including duties. A reminder will be given at meetings.</p>	2012 and current open positions will be posted on the website including duties.	Closed

Meeting adjourned at 1555 Respectfully submitted by Shonna Avant, Recording Secretary, APIC Sierra Chapter 044