

Iowa Psychiatric Nurses Association  
Board Meeting Minutes  
2/10/2014

Attendees: Margaret Burchianti, Rebecca DeVine, David Hatfield, Kendra O'Neal

Agenda Item	Discussion	Action/Follow-up/ Person(s) Responsible/ Due Date
Approval of Meeting Minutes	January 2015 minutes not available.	
Financial Report	<p>Current balance of about \$5000 in savings and checking.</p> <p>Margaret and Jen met Jan. 27<sup>th</sup> to discuss a number of financial-related matters, including setting up a Financial Report to include all revenue and expenses and be reviewed periodically by board (see "Google Docs" section), vendor interest, and estimates of conference revenue and expenses. Jen reported to Margaret that pharmaceutical vendor interest was substantial with at least 8 vendors wanting a booth at the conference.</p> <p>Consensus to charge \$500 fee for vendor tables.</p> <p>Discussed estimates of conference revenue and expenses. Conference is very different this year due to more costly venue and paying for out-of-state speaker travel expenses/honorariums, but substantial revenue expected from vendors. Consensus was that given \$5000 in savings and vendor interest, it is safe for our chapter to experiment this year with expanding the expenditures of our conference.</p>	

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<p>2015 Conference Planning</p>	<p><b>Venue</b></p> <ul style="list-style-type: none"> <li>The contract for the conference is accepted and signed and deposit was paid. We have elected to have the balance billed to our account to pay after conference.</li> </ul> <p><b>Chapter Business Meeting</b></p> <ul style="list-style-type: none"> <li>Margaret and Kendra have been working on draft of conference schedule and proposed to have business meeting in the evening in order to accommodate enough time for speakers/panel discussion and for attendees to see vendors and posters. Motion was put forward to have Iowa Chapter business meeting the evening before conference, motion seconded, and vote was all in favor.</li> </ul> <p><b>Vendors</b></p> <ul style="list-style-type: none"> <li>Charging \$500 per vendor booth and expecting that we will have at least 8 vendors. Will reach out to NAMI, INA, UI CON and Allen to see if they would like presence at conference. Consensus that we will not charge for booths by nonprofit or educational organizations.</li> </ul> <p><b>Registration</b></p> <ul style="list-style-type: none"> <li>The new registration system that national is creating will not be ready by the time of our conference but national can set up a link on our chapter webpage that includes conference information and we may be able to do PayPal registration. We will also accept checks by mail.</li> </ul>	<p><b>Vendors</b></p> <ul style="list-style-type: none"> <li>Jen will send vendor letters.</li> <li>Kendra will contact NAMI.</li> <li>Margaret will contact INA, INPS, UI CON, and Allen.</li> </ul>																		

**Advertising**

- We will send out save-the-date postcards to Iowa PMHNPs and psych units/clinics, etc. to pass out to RN's and other staff to advertise conference.

**Awards/Officer Nominations**

- In the past, national has sent out survey to solicit nominations for the awards to be presented at the conference, and for new officers/elections.

**Conference Speakers**

- Brenda Burnett: from California to discuss DBT model for outpatient and inpatient treatment, and nurse leadership of systems change.
- APNA national board member: from Chicago (unconfirmed) to discuss benefits of APNA membership and member resources.
- Virginia Conley: chronic mental illness and nurse role on the PACT team.
- Michele Farrington: evidence-based practice and change implementation. Her talk will be directly before the panel discussion on EBP/QI projects.

**Panel Discussion/Posters****Advertising**

- Jen has a list of PMHNPs and psych units/clinics to utilize as a starting point.
- Margaret will follow up with national and inquire about their willingness to design a save-the-date postcard (we would snail mail).

**Awards/Officer Nominations**

- Margaret will email national to set up survey for nominations for awards this month. Will work on officer nominations in March.

**Conference Speakers/****Panel Discussion/Posters:**

- Margaret and Kendra will follow up and determine speaker schedule and work with national on CE process.

	<ul style="list-style-type: none"> <li>Will solicit poster presentations related to EBP/QI/change implementation. Out of posters, will invite several individuals to be on panel discussion. Deadline for abstract submission set at March 16.</li> </ul>	<ul style="list-style-type: none"> <li>Margaret will confirm speakers and set up travel plans for out-of-state speakers.</li> <li>Margaret and Kendra will get call for abstracts/posters out.</li> </ul>
Member Bridge Push/Social Media	National has informed us that we can post a link to a petition on Member Bridge and invite people to participate if they choose to do so but should not post a petition directly on Member Bridge since APNA is legally not allowed to lobby.	
Google Docs	Discussed whether to have Financial Report on Google Docs, or to have Treasurer keep Financial Report on their hard drive and submit quarterly to board for review. Since Treasurer is only person who should be able to make changes to document, consensus that Treasurer should keep this document on their hard drive and submit quarterly to board for review (March, June, Sept., Dec.).	Jen to submit quarterly Financial Report including all revenue and expenses to board for review at March meeting.
Revision of Chapter By-Laws	We are currently waiting for the new policy revisions from national.	Margaret to e-mail national for an update and will report back next meeting.
VMOSA (Vision, Mission, Objectives, Strategies, Action Plan)	Deferred.	
Building Relationship with INA	Will invite to have booth presence at conference. Margaret will meet with Judy Collins at INA Nurse Lobby Day.	Margaret will update board on any progress.
Funding Iowa Board Member to attend National APNA Conference	Deferred.	
Chapter Revenue	Deferred.	

Next Meeting	Thursday, March 10, 7 PM	
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