


Iowa Psychiatric Nurses Association
Board Meeting Minutes
3/10/2015

Attendees: Margaret Burchianti, Rebecca DeVine, David Hatfield, Kendra O'Neal, Lisa Kongable, Julie Barrett.

Agenda Item	Discussion	Action/Follow-up/ Person(s) Responsible/ Due Date
Approval of Meeting Minutes	 Feb 2015 Minutes.docx	It was moved and seconded that the meeting minutes be approved, and the group agreed to pass them.
Treasurer's Report/Budget/	<p>March 2015 Quarterly Financial Report: Jen created a quarterly financial report:</p> <p>starting balance: \$5450</p> <p>deductions: \$250-conference deposit</p> <p style="padding-left: 150px;">\$125-national continuing Ed.</p> <p>Current balance: \$5075</p>	
2015 Conference Planning	<p>Venue: National is to create a website for the conference that will allow for an electronic registration option. We are hoping to have this open soon.</p> <p>Accommodations: We have 10 King rooms, and 10 queen rooms reserved, but we're not required to use them all, or pay for them if they are not used, provided we cancel in a timely manner. This information will be added to the flyer for registration purposes.</p>	<p>Margaret will monitor progress.</p> <p>We will adjust for registration requirements.</p>

	<p>Education: We are currently holding the brochure for presentation titles, schedule modifications, and web information. We will probably have to move poster presentations to the morning during coffee time, as two of the speakers have scheduling conflicts and must speak in the afternoon. We also need conflict of interest information and an educational grid from Virginia Conley. The panel discussion will follow Michelle Farrington's presentation. There was also discussion regarding CEU's, and Kendra brought up the separation between the Iowa Board of nursing and the ANCC CEU's, as the board of nursing will only allow combination credit if we obtain special approval.</p> <p>Vendors: Currently there are three tables sold at \$500 per. We also have possibility of three additional at this point. There was discussion about conflict of interest issues such as signing in, and vendor presentations during lunch as one vendor was interested in sponsoring lunch. Lisa and Jen are keeping in contact regarding separation of vendors so there's no duplication. Julie will also check on the psychiatric bed vendor to establish interest in presenting.</p> <p>Registration: We will create a May 18 deadline for registration which will assist with food ordering at Prairie Meadows and limit our financial liability for extra food. The group also agreed on a \$10 reduction for early registrations.</p>	<p>Kendra will follow-up with the Iowa Board via e-mail and search of solutions to the CEU issue.</p> <p>All speaker invites have accepted the invitation to present.</p> <p>Margaret will contact Virginia Conley.</p> <p>Poster submissions:</p> <p>Margaret sent out a call for poster submissions one week ago as a push for submissions.</p> <p>Kendra will contact UIHC, and Margaret e-mailed all nursing grad programs in Iowa except for Mercy.</p> <p>Margaret will negotiate for a sponsored lunch with no sign in or presentation. David motioned and Lisa seconded with group approval for any lunch sponsor to be able to advertise their name as the lunch sponsor.</p> <p>Lisa sent out the conference agenda to various vendors to go over and make decisions about interest in presenting.</p>
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	<p>Possible satellite sites: We have one location (St. Anthony's) that has confirmed that they want a satellite site for the conference and it was agreed that this should not have a major impact on registration/attendance. Lunch will be provided at satellite locations, or they may provide lunch for themselves and receive a \$10 discount on registration. There was also question as to the availability of a web connection that could be accessed from individual's homes, at this time we are unsure if this is available.</p> <p>Refund policy: The group agreed to a full refund for participants if canceled by 5/26/2015, to allow for Memorial Day.</p> <p>Late registration option: It was agreed that registrations made after May 18 would be charged an extra \$10 with possible disclaimer that there may not be lunch available/guaranteed. There was discussion about ordering extra lunches at prior conferences, and due to cost we will go ahead with this.</p> <p>Advertising – BROCHURE: Margaret would like to have the brochure out at least two months before the conference. This was agreed on by the group, and the brochure will go out at the end of this month.</p>	<p>Satellite sites: Margaret will e-mail Prairie Meadows to establish the availability of home web connections. This information will be added to the brochure.</p> <p>The original brochure was put together by Julie.</p> <p>Planned brochure addendum's:</p> <ul style="list-style-type: none"> • The group will allow a “lunch sponsored by” element to the brochure. • Availability of accommodations. • Information on web page payment option (Margaret).
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	<p>Awards: The award nominations e-mail has been sent out to the membership. Awards to be presented during lunch.</p> <p>Officer Nominations: Officer Nominations e-mail to be sent out in mid-April.</p>	
Member Bridge Push/Social Media	Margaret would like to add a postcard to the conference materials as encouragement for the membership to utilize the resource. It is possible that National would be willing to design the postcard, and we will have to cover all associated costs.	
Google Docs	Deferred	
Revision of Chapter By-Laws	National is changing their policies at this time, and these will not be finished until later this year.	Chapter changes will be tabled until next year.
VMOSA (Vision, Mission, Objectives,	Deferred	

Strategies, Action Plan)		
Building Relationship with INA	Due to time constraints, this issue was not discussed during the meeting.	The group will discuss this in more detail at our next meeting on April 14.
Funding Iowa Board Member to attend National APNA Conference	Deferred	
Chapter Revenue	Currently we have three tables sold at \$500 per table, we anticipate at least three more vendors. We are waiting for registrations so that we will know how much revenue will be involved from that source.	Information to be updated as it becomes available.
Next Meeting	Tuesday, April 14 7pm	