


Iowa Psychiatric Nurses Association  
Board Meeting Minutes  
5/12/2015

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

Agenda Item	Discussion	Action/Follow-up/ Person(s) Responsible/ Due Date
Approval of Meeting Minutes	 <p>April 2015 Minutes.docx-Motion by Kendra and second by Jen for passing of minutes, motion passed.</p>	
Treasurer's Report/Budget/	Nothing new except for incoming funds from conference-no total yet.	
2015 Conference Planning	<p>13 total vendors and sponsors are involved. Brintellix will sponsor lunch as well as having a table. No sign in needed. We will make a note in the program to give them credit.</p> <p>Flyers have been sent to psychiatric hospitals and some vendors are handing them out to private offices in order to advertise the event. National has sent out two e-mails to the Nebraska and Minnesota memberships as well.</p> <p>There was discussion about how to set up live stream Internet access at satellite sites.</p> <p>Prairie Meadows: Progress: conference agenda is finished. It was agreed that the \$13 breakfast option and the pasta buffet for lunch service would be utilized. We are also going to order extra beverages and snacks for the afternoon. Breakfast will be available at eight o'clock, with lunch at 1145. Additionally, testing chicken will be served at the meet and greet the night before the conference.</p>	<p>Margaret to follow-up with Prairie Meadows and update them on the total number of vendors attending the conference, as well as to determine time requirements for set up and tear down; she will report this to Kendra.</p> <p>Jenny is researching the procedure and Margaret will forward it to satellite sites.</p> <p>Margaret to inform Prairie Meadows, and will finalize the agenda and add a credit for the lunch sponsor.</p>

	<p>Room set up: we have two available rooms, we will utilize a roundtable configuration for each, with lunch served in one and presentations in the other. Posters will be displayed in the main conference room, we have for possibly five scheduled.</p> <p>It was decided that speaker power points and other handout material should be provided electronically if possible in order to minimize our costs. We will provide participant evaluations of speakers, panel discussion, and the conference venue in general. Jen informed us that there are six total evaluations that needed to be handed out. The INA is also providing a legislative update for mental health to be handed out.</p> <p>Needs:</p> <ul style="list-style-type: none"> <li>• volunteers to introduce speakers</li> <li>• PC</li> <li>• Printed postcard to promote Member Bridge and Facebook page. There was also discussion of a possible raffle that would award T-shirts or membership dues to the winners in order to promote the forums.</li> </ul> <p>Advertising revenue: Margaret spoke with the APNA legislative head for clarification on what we should charge to send out job advertisements and we will charge \$125 per advertisement through the end of the year.</p> <p>Other: There was discussion about the possible reorganization of the board in order to promote greater participation by outlying regional members. One plan called for the creation of a linked conference committee that would be assigned to regional representatives. This would serve to separate the board and the conference committees in effort to increase efficiency and level of member participation.</p> <p>Congratulations to Kendra and Kathleen Wilde as award winners!</p>	<p>Jen is finalizing the evaluations. Margaret will also follow-up with Brenda to clarify if handouts may violate copyright, and formulate a plan to proceed if so. Margaret will clarify who is to print the INA legislative update.</p> <p>Becky, Lisa, and Julie will introduce, and Margaret well assign speakers to each of them. Julie will moderate the panel discussion.</p> <p>David and Becky will provide computers. We will continue to brainstorm for raffle prizes and finalize our decisions once the conference revenue intake is clarified.</p> <p>Motion and second provided by Dave and Kendra, and the motion was carried to charge hundred and \$25 per ad through the end of the year, and we will revisit that number at the open of next year's fiscal session.</p> <p>Jen will work on a plan and we may propose this at the conference business meeting.</p> <p>Awards to be presented during the conference.</p>
Member Bridge Push/Social Media	Printed postcard to promote member bridge and Facebook page. There was also discussion of a possible raffle that would award T-shirts or membership dues to the winners in order to promote the forums.	

Google Docs	N/C	
Revision of Chapter By-Laws/Chapter Affiliation Agreement	National has finalized its affiliation agreement and will present it to her board by October at the national conference. No revisions to the bylaws will be made until the affiliation agreement has been reviewed.	
VMOSA (Vision, Mission, Objectives, Strategies, Action Plan)	N/C	
Building Relationship with INA	The INA will have a table at the conference, and Judy Collins will give a 10 min. presentation during lunch that explains what the INA does in terms of legislation etc.	It is important that our membership understands that we have no formal affiliation to the INA, and that in order to preserve our tax status, if the membership wishes to contact legislators they should do that through the INA
Funding Iowa Board Member to attend National APNA Conference		
Chapter Revenue		
Next Meeting	Tuesday, June 9 <sup>th</sup> , 7PM	