

Iowa Psychiatric Nurses Association
Board Meeting Minutes
9/9/2014

Attendees:

Agenda Item	Discussion	Action/Follow-up/ Person(s) Responsible/ Due Date
Approval of Meeting Minutes	Approved.	
Treasurer's Report/Budget/	<p>Jen send information to Margaret regarding last year's conference, and we will continue to assess the current budget for this year's conference. Teresa will forward the total food for/building budget, and Julie will e-mail her in order to receive these figures.</p> <p>Estimated cost from last year is \$1500 not including food. There was discussion regarding the difficulty of comparing costs associated with the conference, and David, Julie, and Lisa will assist Margaret by following up on the existing bids so that all three can be compared for price differences. Items to be compared are:</p> <ul style="list-style-type: none"> • Food costs and types of food offered. • Computing costs, video stream costs, and IT availability and cost. • Availability of satellite sites for broadcasting to those unable to attend. • Tech-support/technology costs and availability. • Projector and screen costs/availability. • Guest room charges/availability. • Printing costs. <p>Additional discussion related to the above took place regarding whether or not printing costs would be included, or if the chosen site would be willing to take responsibility for printing. There was also discussion about the added value of choosing a location that is convenient, and our willingness to pay an increased rate for such a locale. We discussed whether or not IT costs would be included, or if there would be a charge.</p> <p>With regard to pharmacy representatives:</p>	<p>Margaret will follow-up with national for approval for representatives and clarification on their position regarding the donation of food or monies for table areas within the conference.</p> <p>Jen to e-mail last year's figures to Margaret.</p> <p>Julie, Lisa, and David will assist Margaret in site comparisons.</p>

	<ol style="list-style-type: none"> 1. Jen and Lisa will follow-up with representatives at their clinical sites and determine interest by the drug companies. 2. Discussion regarding the offset of food costs by pharmacy representatives, and whether or not we would accept monies from these individuals in order to purchase food. 3. Discussion followed regarding gaining clearance for pharmaceutical representatives with the national chapter. 4. Establishment of one-month deadline regarding representative information, after approval from the national chapter. 	
Audit/Agreed Upon Procedures	Margaret spoke with a couple CPAs (who were referred by INA) and learned that an audit doesn't make sense for the size of our organization, but we could consider doing a one-time financial review of agreed upon procedures.	Margaret will find local CPA to ask about whether makes sense for us to do a financial review of agreed upon procedures.
2015 Conference Planning	Margaret is still setting up a conference call between Patricia Black and the rest of us, and will follow-up as appropriate.	Margaret will follow-up with Patricia Black.
Google Docs	Margaret to send an e-mail with link for a shared folder for the chapter in Google Docs that will allow all of us to contribute to the VMOSA.	Margaret to send links to the chapter.
Member Bridge Push	<p>Discussion involving the best way to increase participation in the member bridge by the Iowa chapter members. The Iowa chapter will choose subject matter and encourage discussion on the bridge. We will ask national to send an e-mail to all membership with instructions on how to access the member bridge, and Kendrick has agreed to draft this and forward it to national.</p> <p>Becky also brought up the point that are chapter should investigate the setting up of a Facebook page. Discussion followed as to whether or not they should be open to the public, have an administrator, or be closed to either nurses only, or to the AP NA membership. There was also discussion regarding the pages security, and it's content.</p>	Becky will investigate the Facebook page further.
Revision of Chapter By-Laws	No change.	

Building Relationship with INA	Margaret is currently following up with the INA's committee that is tasked with finding ways for various nursing associations to contact and link with the INA as it is the umbrella organization for nursing.	Margaret to follow-up and relay information to the group.
VMOSA (Vision, Mission, Objectives, Strategies, Action Plan)	<p>The group discussed inclusion criterion for the mission statement which included:</p> <ul style="list-style-type: none"> • Diversity and equity considerations in education, nursing, and patient care. • Advocacy for professional leadership through organization membership. • Promotion of nursing education to make nursing a leader in the healthcare arena. • Promotion of research and evidence-based practice in I was nursing profession. • Patient safety considerations. • Equity in the acquisition of care. 	The membership will continue to consider options and begin work on the Google Docs site.
Next Meeting	October 14, 7 PM. There may be a meeting with Pat Black in the near future regarding the issues with utilizing pharmaceutical representatives at the next conference.	Margaret to follow-up with Pat Black.