

American Psychiatric Nurses Association
Michigan Chapter: Board meeting
Meeting/phone
6.16.14 @ 6:30 PM

Present: Paula Anderson, Andrea Bostrom, Carol Essenmacher, Kathleen Frybarger, Kristyn Gall, Gary Graham, Duren Gutierrez

Excused: Lorraine Koehn Not Present: Colleen Conklin, Carla Groh, Jenny Wims

Item	Discussion	Action/Responsible Party
Announcements	Kristyn reported that the minutes go to Meagan at APNA and then they should be sent out with the last reminder for the meeting/call	
Conference Update – financial update	Andrea to resend information to Duren. Duren will need to follow up with Kristyn and/or Andrea. Paypal account still not connected. Duren will be asked to check amount of funds in PayPal and move funds to the Chapter Bank Account Kristyn reported that there should be one more check coming in. Andrea reported that \$3265 was raised but nothing in paypal, expenses of \$1784 and one bounced check of \$50 (Sue Pung from the VA). Question asked as to what we want to do about the bounced check – individual aware, Carol E. to follow up with her.	
Treasurer’s Report	Andrea sent attachment before the last meeting but it was not attached to the minutes.	Andrea to resend the attachment
Approval of May minutes	Minutes reviewed and approved	
Board Positions	Kristyn informed everyone that she needed to resign as President for personal reasons. Paula agreed to take over as President. She asked if Kristyn could stay on the board and Kristyn agreed to do so unless things change. She would inform Board if needed. Carol initiated discussion r/t positions and what we needed as a chapter. Discussion ensued and it was decided that the chapter needed to follow the national model. Carol agreed to assist President as needed Kristyn informed the Board that the President is part of the President Forum and that there needed to be one point of contact with the national office. Paula motioned that as she assumed the President position, Carol should be approved as Vice President	Board members supported Kristyn’s decision and approved Paula’s move to President and Carol’s move to Vice President

Respectfully submitted by Kathleen Frybarger on 7.16.14

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Annual Conference Planning	<p>Board discussed successes and challenges and identified items to consider for the next conference: CEs: MPRO provided this support, what are our options for next year?</p> <ul style="list-style-type: none"> • APNA • Sparrow if Conference is held there <p>Location: Kathleen suggested the Board consider Sparrow again for next year and include another optional room for vendors Vendors: Several vendors have already expressed interest in next year including additional options for supported lunches and dinners. They need more lead time. Date: Board discussed options and agreed to April 18th as the date for 2015</p> <p>Kathleen would like to offer the Psychiatric Nursing Certification Review Course again in conjunction with the State Chapter Full Day Conference, conducted by David Vander Ark. 22 people attended this time.</p>	
Bylaws Review	Paula to review bylaws before the next meeting and bring recommendations	
Education Committee & Chairs	<p>It was acknowledged that in order to be successful with educational opportunities & conference, the Chapter needs support from the national office Education Chairs: Lorraine and Carol 2015 Annual Conference Chair: Kathleen</p> <p>Need to have separate Education Committee conference call & access APNA Resources</p>	<p>Paula will get information from Meagan as to what support is given to chapters and will bring information back to Board</p> <p>Paula and Kathleen to arrange</p>
Next Board Meeting	<p>Board members agreed that the next meeting would be an “in person” meeting as this worked well last year in terms of planning the conference and looking at opportunities going forward Multiple dates discussed Location discussed Carol suggested that agenda be determined in advance and materials (if indicated) be sent out in advance. Suggestion made that Board consider other web options for future meetings i.e.,</p>	<p>July 26th as the next meeting. It will be at Sparrow from 10am-1pm. Room to be determined</p>

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	Google Chatbox Suggestion made that Board members bring devices to the July meeting	
Future Opportunities	<ul style="list-style-type: none"> • Increasing attendance at the annual conference • Annual Award for the State Chapter– nominations at the annual conference, related to engagement, mission, innovation • Association of Behavioral Health (ABH): Kathleen to reach out to this group and have a standing agenda item at the bi-monthly meetings r/t MI APNA Chapter • MPRO webinar • Promoting APNA webinars • Booth at the State NAMI Conference • Options for webpage/Facebook page for State Chapter 	Kathleen to follow up at 7.18.14 ABH meeting Kristyn to follow up
Thanks	Kristyn was thanked for her extraordinary efforts and leadership in establishing and maintaining the MI APNA Chapter	All attendees

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