

New York State Chapter of the American Psychiatric Nurses Association

Meeting Notes

February, 2014

Present: Judy Ballerstein, Heather Muxworthy, Betty Pease, George Roets, Debbie Ultsch

Item	Discussion	Action/Responsible Party
Conference Planning	<p>Heather reported that she had drafted the Save the Date and Call for Posters.</p> <p>Debbie asked how many and how much we wish to spend on baskets and whether Board members would like to change any of the themes. The OMH Chief Nursing Officers will once again contribute a money tree to the raffle. And, Dr. Sederer is contributing a signed copy of his book on family mental health.</p> <p>Judy continues work on the CEU application</p> <ul style="list-style-type: none"> • She has spoken with Deborah Hobbs at APNA and received guidance. • Heather is the designated local nurse planner. • Goals and objectives need to be firmed up. • Planning team member information needs to be readied. <p>The MOU between OMH and APNA is under review by Heather.</p> <p>There was discussion of whether to have vendors and whether there is a need to cut off registration one week before. It was decided not to have vendors (space is too limited) and to cut off the registration at least one week before so that we can give the count to the food vendor. The brochure should clearly indicate that there will be no refunds. Goals and objectives will also be added to this year's</p>	<p>Heather will send the drafts to Betty so they can be finalized. The deadline for poster presentation abstracts will be April 15. Betty will blast out the final save the date to the OMH community before March 1.</p> <p>There will be three baskets (spa, wine, movies), which Deb will prepare; she will submit expenses to George. Heather will check with our speaker on Compassionate Care re: possible book donation to the raffle.</p> <p>Heather will send last year's goals and objectives to Judy for reference in preparing this year's. Judy will send planning team members the template for each to complete and return to Judy.</p> <p>Heather will review the MOU and alert Betty when the review is complete, so the MOU can be signed.</p> <p>Once the continuing ed review is complete and handouts/ppts have been finalized, Judy will let Betty know</p>

New York State Chapter of the American Psychiatric Nurses Association

Meeting Notes

February, 2014

Item	Discussion	Action/Responsible Party
	brochure. OMH will prepare handouts and ppt copies for the packets for all materials they receive one week prior to the conference.	so that copies can be made.
Support from National	We now have an administrative assistant from National assigned to our Chapter. Kelly now becomes our contact person officially.	Heather will send Kelly's info to the Board members.
Elections	Heather suggests having the elections in April. Kara Naylor from Strong Memorial has expressed a strong interest in serving as president.	Heather will contact people with an interest in serving on the Board as part of preparing the slate of officers. Heather will discuss the position with Kara and, if she continues to have interest, invite her to future meetings.
Fiscal	George is finishing up the Chapter financial report.	
Next Meeting	The next meeting will take place February 27 at 7 pm.	Betty will not be on the call and has asked another Board member to take notes.