



ARKANSAS CHAPTER - Board Meeting Minutes

Location of Meeting:	Arkansas - Telephone Conference Meeting
Date of Meeting:	April 9th, 2014
Time of Meeting:	1805 - 1900
Board Members in attendance:	Sara Jones – President Lisabeth Hoffman – President Elect Beverly Caraway - Treasurer Jeri Spurlock – Secretary Jessica Fowler – Member at large Amber Marts – Member at Large
Board Members Absent:	Katherine Darling – Member at Large Jessica Camp – Member at Large Donald Wiekliniski – Member at Large
Others Present:	N/A

PROCEEDINGS:

Meeting called to order by:	Sara Jones – President
Time Meeting called to order:	1805

Minutes from Prior Meeting:	Minutes from Prior meeting were Provided prior to meeting but due to board members statements that the minutes had not been reviewed the approval of old minutes was tabled to be approved at the next board meeting
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AGENDA: The president requested any additions to the meeting agenda – no additions added

OLD BUSINESS:



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- I. Robert's rules of order were discussed - Due to the nature of teleconference calls strictly adhering to these rules would be difficult, it was therefore agreed that the main rule of order that would need to be used in the future for our board meetings is appropriately making and voting on motions.
 - a. The President CANNOT make a motion these need to come from the board members
 - b. Once a motion is made, it is necessary to have an additional board member second that motion
 - c. The President will then open the motion up for discussion and if no discussion move to vote on said motion
 - d. Once the motion is voted on it will be carried or denied based on that vote

- II. Clarification of APNA mission related to legislation - Katherine Darling's email discussing the clarification of the statements regarding political and legislative support was reviewed. Sara Jones verbalized that the main concern that APNA has in regards to these actions is that a state chapter not be involved in Lobbying or supporting a legislative action or leader. Due to the very complete explanation of APNA's current legislative activities that was given by Katherine, it was unanimously agreed to copy and paste her email into the minutes of this meeting to better clarify this issue.
 - a. "APNA is very interested in legislation and policies relating to pmh nursing. In fact, APNA has an advocacy council that reviews and reports info to the board and membership. All members are invited to participate and join this member bridge group. It is because of APNA's 501 3C that we can't lobby or support candidates as an organization or group. We have a not for profit status which restricts/limits lobbying activities to maintain our type of organizational tax exempt status. APNA can provide education about policies, reimbursement and legislation." – Katherine Darling



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III. **BANKING** – Clarification of decisions made at the last meeting regarding banking was provided by Sara Jones.

- a. Centennial Bank was chosen as the bank for our chapter due to the number of locations around the state. Beverly Caraway (Treasurer) has checked with this bank and we must have a check in order to start an Account. As of this moment, Sara is still waiting on the promised check from Kurt Schussler, which should be arriving soon.
- b. Once a check is received, it will be forwarded to Beverly Caraway who will then establish a bank account for the Chapter.
- c. The role of Mr. Schussler was clarified. He works with a recruiting company and approached Sara Jones as chapter president about posting job offers available on the member bridge site. If the company hires based on one of these posting, our chapter will receive a referral bonus.

IV. **LETTER TO MEMBERS:**

- a. A clarification regarding the letter to members that was sent out to the state chapter members was given by Sara Jones. Since six of nine members of the board agreed with sending the welcome letter out without the mention of the Gamma Xi educational presentation as well as removing the reference to the location and time of our state chapter meeting, Sara Jones felt that as president she had the authority to proceed with the letter due to the majority vote. The letter was sent to Kelly to distribute to the state members via their email accounts.

V. **ADVERTISING ORGANIZATIONAL CONFERENCES**

- a. One thing that has been questioned by a board member was whether we as a chapter want to set the precedence of advertising



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conferences presented by other organizations at our meetings and as part of our chapter distribution of information.

- b. As all board members were not present at the meeting it was unanimously decided to table this topic until the next meeting

VI. CHAPTER MEMBERSHIP MEETING

- a. Due to the lack of a set date for our first membership meeting discussion was presented that we need to decide as a board whether to push to either plan a meeting soon with our conference in the early fall or we would need to change our Bylaws. Currently our Bylaws state that we will have no fewer than two membership meetings per year.
- b. The chapter year ends in September. The board discussed this issue and unanimously agreed that we did not want to amend the Bylaws and would move forward to have 2-membership meeting this year. Jeri Spurlock clarified that the general membership meeting would be one meeting and the conference would be considered the second meeting.
- c. Timing for our first membership meeting was discussed and was unanimously agreed that early summer for the general membership meeting and a conference in the fall would be appropriate.
- d. Liz Hoffman suggested that having the conference sometime in September would coincide with our chapter anniversary date, which would help highlight our first year as a chapter. It was agreed by board members that this time was feasible. October was noted to be the National APNA conference therefore having our conference in September should avoid a conflict.

VII. GRANT MONEY



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- a. Beverly Caraway discussed her contact with Ernie who is a representative with Osuka pharmaceutical company and his information that grants were available to assist organizations in paying for conferences.
- b. Sara suggested that each board member choose a pharmaceutical company to contact to see if they all provide assistance in the same manner.
- c. Beverly agreed to follow-up with Ernie regarding this process and report to the board what is required to complete this process. After she completes this step, further distribution of pharmaceutical companies will be made to board members as noted above.

VIII. LOCATION OF MEETINGS AND/OR CONFERENCES

- a. Sara Jones opened discussion of possible sites for membership meetings and conferences. She relayed information that she had checked with UAMS and they have offered the use of all rooms at the college Free of Charge to the APNA board. In addition to rooms at the main campus, UAMS has nine regional sites across the state that can provide telecommunications interaction during the meeting. These sites include Fayetteville; Fort Smith; Helena; Hope; Batesville; Jonesboro; Mountain Home; Eldorado; and Texarkana.
- b. Sara also stated that she is on the CE committee for UAMS and as long as the board offers to provide some kind of benefit to UAMS employees/ faculty/ students, she can streamline the process of obtaining free CE's for the conference.
- c. Discussion of above was opened up for board members. The length of the general membership meeting was discussed and estimated to be approximately 2-3 hours.



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- d. Beverly Caraway made a motion to accept UAMS as the site for our first membership meeting. Amber Marts seconded the motion. The floor was opened for further discussion. Statements were made that it is the goal for our first membership meeting to reach as many members as possible. The motion was voted on with six YES and zero NO votes. The board unanimously agreed to have our first membership meeting at UAMS with the corresponding telecommunication sites arranged.
- e. Sara Jones agreed to send out a doodle survey with some possible dates for the general membership meeting so the planning can get underway for this.
- f. It was decided to wait until the general membership meeting to begin the planning process for the conference as one of the items on the agenda for the general meeting would be to illicit the wants and needs of the membership. Sara also noted that if the conference was at UAMS that it could also be used as a recruiting tool for new members.
- g. Jeri Spurlock suggested that once planning for the conference was started, a doodle survey be sent to all board members to illicit suggestions for conference sites and to help facilitate discussion regarding the pros and cons of each site and board members agreed that this would be a good way to help facilitate discussion.

IX. RECRUITMENT AND RETENTION

- a. Amber Marts and Jessica Fowler have volunteered to work on a brochure for recruitment. Once they have completed this brochure, it will be sent to the board members for review prior to approval.



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- b. Jeri Spurlock suggested that the mission of the chapter should be a component of the brochure and all board members agreed. Other components will be reviewed once the brochure is completed.
- c. Sara asked again about starting a Facebook page for the chapter. Amber and Jessica Fowler stated that once the brochure was complete it could be a good highlight for a face book page and volunteered to start this page once approval of a brochure was completed by the board.

NEW BUSINESS:

I. BYLAWS – REVISSION RELATED TO DUES

- a. Since all members of APNA in the state are automatically a member of the state chapter the Bylaws regarding collection of dues needs to be amended
- b. Sara Jones has revised the bylaws with a copy provided to all members prior to the meeting
- c. Jeri Spurlock made a motion to accept the revision as it stands
- d. Liz Hoffman seconded the motion
- e. Floor was opened to discussion – no comments given
- f. Vote was taken with six votes YES and zero votes NO
- g. Motion approved and revision will be sent to APNA and then a final copy will be sent by Sara to all board members.

II. CHAPTER PRESIDENT MEETING, NICK CROCE INVITATION

- a. Sara related the contents of a recent phone call from Nick Croce at APNA. The National board is contemplating reorganizing how chapters are organized. Chapters often report challenges, with one including that the length of terms can be difficult to work with. APNA



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is asking for feedback from several state chapters and has chosen approximately 12 chapter presidents to attend a meeting sometime at the end of May which will be located at the APNA headquarters. Sara Jones as President of our Chapter has been invited. Once this meeting is held the National board will decide on what changes are needed and then send a representative to the state in order to disseminate those changes

- b.** Sara suggested that we might want to postpone our general membership meeting until after that reorganization.
- c.** Jeri stated a concern that it could take a long time for the APNA changes to be decided upon and if we postpone our first chapter meeting, it might make meeting the goal of two membership meetings difficult. The board agreed that we do not need to postpone the general membership meeting and should go forward with the planning stage
- d.** Liz questioned who would be paying for the trip. Sara stated that she was under the impression that the APNA National site would provide that funding.
- e.** Amber questioned why dues were not dedicated from the national headquarters to help the state chapters. Sara reviewed the support that was offered by the National Chapter, such as administrative assistance, conference calls, and insurance, which is why they do not dedicate funds from membership dues.

III. MISCELLANEOUS

- a.** Sara will be sending out doodle surveys to illicit feedback and use these as a tool to help facilitate chapter board communication.
- b.** Discussion regarding having APNA members as conference speakers was briefly initiated and tabled for a time after the general



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membership meeting when we are more aware of what the members want

- c. Congratulations was expressed to Beverly Caraway who was recently accepted into a fellowship with Duke University. The focus is APRN's Leadership. She will be a part of this fellowship over the next year.

SUBCOMMITTEE REPORTS: No Subcommittee's at this time

FUTURE BUSINESS:

- I. Approve meeting minutes for February 20th chapter meeting
- II. Finalize details of first membership meeting
- III. Review and approve Recruitment & Retention Emails & Brochure
- IV. Discuss and vote on advertising of other organizations conferences within our chapter
- V. Review information regarding Osuka Pharmaceutical grant

Motion to Adjourn Meeting:	Jessica Fowler
Seconded Motion:	Amber Marts
Time meeting adjourned:	1900

Jeri Spurlock, APRN (electronic signature)

Submitted by Jeri Spurlock, PMHNP-BC, APNA Arkansas Chapter – Secretary

Sara Jones PhD, APRN (electronic signature)



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Sara Jones, PhD, APRN, PMHNP-BC, APNA Arkansas Chapter-- President