

**American Psychiatric Nurses Association  
California State Chapter  
Board Meeting Conference Call Minutes  
11/15/17 at 7pm**



**Attendees:** Kathleen McDermott (President), Laura Radocchia (Secretary), Alysha Woods (Treasurer), Cheryl O'Dell (Member at Large), Jane Abanes (Member at Large), Jean Fisak (Member at Large), Jeannine Loucks (Immediate past President)

**Absent:** Barbara McGlynn

Topic	Discussion	Action / Responsible Party
<b>New BOD</b>	BOD introduced themselves	N/A
<b>Conference Planning Update</b>	Susanne Wilbur to be the Conference Planning Meeting Chair	N/A
<b>Conference Theme</b>	<p>National office offered to cover cost of facilitators, their lodging and travel, and participant manual for Suicide Prevention Training, a JCAHO-approved 6.5 continuing education competency training for \$20pp.</p> <p>Curriculum is on APNA website under Continuing Education &gt; Suicide Prevention Training</p> <p>BOD consensus on interest in Suicide Prevention Training and approves affirmative response to Pat Black's offer</p> <p>Concern raised over disseminating training to non-attendees. National could offer additional trainings (eg in San Francisco, San Diego) at \$20pp but would not cover facilitator cost and their lodging and travel. 1 facilitators to 30 participants</p>	<p>BOD consensus on interest in Suicide Prevention Training and approves affirmative response to Pat Black's offer</p> <p>Follow up with Pat Black to determine date of next facilitator training.</p> <p>BOD contact Kathleen if they are definitely interested in hosting training in their area</p>

<p><b>Conference Venue – Long Beach</b></p>	<p><b>Self-contained options</b></p> <ul style="list-style-type: none"> <li>• Marriott Airport location – <ul style="list-style-type: none"> <li>○ <i>Asking minimum F&amp;B</i> – \$14,000 initial, down to \$8,000-10,000</li> <li>○ <i>Room rate</i> – \$154</li> <li>○ <i>Date</i> – May 5</li> <li>○ <i>Disadvantage</i> – isolated</li> </ul> </li> <li>• Marriott Downtown <ul style="list-style-type: none"> <li>○ <i>Asking minimum F&amp;B</i> - \$5,000</li> <li>○ <i>Room rate</i> – \$169</li> <li>○ <i>Date</i> – April 28</li> <li>○ <i>Disadvantage</i> – Caps at 200 people but could motivate additional trainings (eg in San Francisco and San Diego), or could consider offering a second training on Sunday</li> </ul> </li> </ul> <p><b>Off-site hotel and shuttle into Long Beach campus</b></p> <ul style="list-style-type: none"> <li>• The Point – beautiful outside, dark inside</li> <li>• Student Union Ballroom – possibly not available, hard to find, busy during finals</li> <li>• Disadvantages - inconvenient</li> </ul>	<p>BOD agrees about Marriott Downtown location</p> <p>Kathleen to get menu of costs at Marriott and if seems appropriate, will move forward with Marriott Downtown location</p> <p>If attendance exceeds 200 people, consider second training on Sunday or additional trainings around California (San Francisco, San Diego)</p>
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<b>Conference Finances</b>	<p>Expected venue costs as above, helped by pharmaceutical sponsorship for breakfasts and Friday night happy hour for early arrivers</p> <p>Participant costs at minimum \$20 for Suicide Prevention Training + conference costs</p> <p>Could consider charging more than \$20 (for members and/or for non-members) to generate revenue for Chapter</p>	<p>Look at average conference participant costs over the last few years</p> <p>BOD make list of contacts at Schools of Nursing, Hospitals, and other Agencies in their area for</p> <ul style="list-style-type: none"> <li>• Offering booth spots (will be limited to 10 total, first come first served, \$300 per vendor)</li> <li>• Marketing/advertising</li> </ul>
<b>Call for Conference Planning Committee Members</b>	<p>Tuesday 11/28/17 at 7pm is first planning call</p> <p>Suzanne will coordinate subcommittees (eg Marketing, Vendors and Pharmaceuticals, Menu planning, Registration)</p>	<p>Post call for committee members on member bridge</p>
<b>Chapter Financial Update</b>	<p>Usually occurs at each meeting</p>	<p>Kathleen, Jeannine, and Alysha to connect off-line</p>
<b>Next Meeting</b>	<p>12/20 at 7pm</p>	<p>BOD come prepared with where our passions are and how we can turn this into something that benefits APNA</p>

**Submitted by:** Laura Radocchia