

Iowa Psychiatric Nurses Association
Board Meeting Minutes
10/14/2014

Attendees: Julie Barrett, Jen Blume, Margaret Burchianti, Rebecca DeVine, David Hatfield, Lisa Kongable, Kendra O’Neal
First part of call: Pat Black and Tracy Williams from APNA National Office

Agenda Item	Discussion	Action/Follow-up/ Person(s) Responsible/ Due Date
<p>2015 Conference Planning (assisted by Pat Black, Associate Executive Director, APNA and Tracy Williams)</p>	<p>Pat Black discussed how APNA National can assist us in conference planning. Pat strongly advises that we have a group of people handle the education piece of planning, and that this group should be different from the group that handles vendors/sponsorship. We can charge vendors for their presence at conference but whoever commercially supports the conference can't have a say about content of conference.</p> <p>What Pat and the National APNA office can help with: Sample forms we can use for vendors Event Planner, Leslie Plott can look over contract with venue Ideas on conference themes, trends Hold a Go-To meeting with Education subcommittee with forms on computer, walk us through that paperwork and help us document it.</p> <p>Next steps for us: Decide on date/venue for conference Agree on conference theme/learning objectives/conference title Set up subcommittees (education, vendors/sponsorship, registration, advertising)</p> <p>There was consensus that the conference should not be held April 2-3 or the May 21-22 (which is right before Memorial Day weekend). We will explore possible dates at venues later in May and June.</p>	<p>David will find out costs for West Des Moines Marriott streaming/satellite sites.</p> <p>David will inquire whether Marriot venue available last Thurs/Fri in May or any Thurs/Fri's in June.</p> <p>Margaret will inquire whether Prairie Meadows venue available last Thurs/Fri in May or any Thurs/Fri's in June.</p>
<p>Approval of Meeting Minutes</p>	<p>Lisa moved to approve the minutes, motion seconded, group approved.</p>	
<p>Treasurer's Report/Budget/</p>	<p>According to the Treasurer (Jen), the chapter's bills are paid in full at this time, and we currently have a balance of \$5450.31</p>	

Audit/Agreed Upon Procedures	During the discussion, Margaret informed the group that Nick Croce, Executive Director at APNA National says we do not need to do an audit.	
Member Bridge Push/Social Media	Kendra sent instructions and information for the member bridge to Margaret, and Margaret will forward to the national offices so they can set up a mass e-mail to membership. Becky researched social media/Facebook and found chapters that have Facebook pages (open to the public), as well as a page created by the national chapter that contains mostly updates such as conference permission, etc. No additional security issues were identified during the meeting. It was also agreed that the APNA logo was acceptable on the page, but no photos due to privacy concerns. Motion to approve creation of chapter Facebook page, motion seconded, group approved.	Becky and Margaret will create a chapter Facebook page.
Google Docs	Margaret has created a Google drive account for the chapter where members can sign in utilizing their Gmail accounts, and requested that the membership attempt to login in order to verify that we have access to the account.	Board members are to attempt to login to the Google drive page created by Margaret, and contribute to the document.
Revision of Chapter By-Laws	Deferred.	
VMOSA (Vision, Mission, Objectives, Strategies, Action Plan)	Deferred.	
Building Relationship with INA	No new information at this time. Margaret plans to meet with Judy Collins of the INA in order to explore this further. The INA presently has a committee that is exploring possibilities for working with the chapters, and Margaret will continue to monitor for further progress. Additionally, Nick Croce told Margaret about APNA rules associated with joint ventures between the INA and the APNA. Whenever we collaborate we should make sure with APNA National that we are following the rules.	Margaret to follow-up with Judy Collins.
Next Meeting	Tuesday, November 11 at 7 PM.	