

American Psychiatric Nurses Association
 Virginia Chapter
 Phone Conference Minutes
 August 3, 2018, 4:00-5:25 pm

Present: Marian Newton, Lorraine Anderson, Susan Jacobson, Lyons Hardy, Barbie Frechette, Lora Peppard, Michelle Tsai,

Excused: Tita Gonzales, Lynda Miller, Jayne James

Guest: Alyssa Wone

Item	Discussion	Action/Responsible Party
1. Approve minute July 13, 2018 2. Conference	1. Approval of minutes 2. Chapter Conference updates: a. Number registrants 101 b. Food -\$3800 Breakfast, Box Lunches approximately 100 Coffee, tea, water all day, breakfast snacks, receptions after conference , 4:30-5:30 pm Reception, hot d'oeuvres, finger foods, wine, cheese, crackers, vegetables c. Parking 110 passes d. Vendor report 6 vendors have submitted payments of 9 MOU sent to be sent by Monday, August 6. approx. \$2500	1. To be done at September meeting 2. Subcommittee Susan, Lora, Lyons, Marian, Michelle Payment for food Marian will approve request for Chapter.

Item	Discussion	Action/Responsible Party
<p>3. Report elections early</p> <p>Next Call September 7, 2018 4:00-5:00 pm</p>	<p>e. Folders will contain bios, plans for the day, agendas, APNA scholarship information , evaluation forms , pens for each participants</p> <p>f. Registration tables- Name tags, sharpies</p> <p>g. CEU certificates –will be given after evaluations submitted, participant will add his/her name</p> <p>h. APNA Luncheon meeting</p> <p>i. Introduction of Speakers- Committee members volunteered for each individual speaker.</p> <p>3. Tentative timeline presented and agreed upon by the members</p> <ul style="list-style-type: none"> • August 10 , 2018 discussion of election at chapter lunch meeting • September 28, 2018 Call for nominations opens • October 12, 2018 Call for nominations closes, Chapter submits names for ballot • October 19, 2018 Election opens • November 2, 2018 Elections close- submit names for Board approval • November 16, 2018 Board meets and approves leadership • January, 2019 New Board members assume office 	<p>Lorraine Anderson, Barbie Frechette</p> <p>3. Lorraine and Jayne</p>