

American Psychiatric Nurses Association  
 Virginia Chapter  
 Phone Conference  
 June 2, 2017  
 4:30 pm- 5:30 pm

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

**Excused: Lynda Miller, Jane James, Tita Gonzales,**

Item	Discussion	Action/Responsible Party
Agenda June 2, 2017	Has been published on the website. Is an excellent product.	
1. Newsletter		
2. Aug 11, 2017 Program:		
a. registrants	a. Twenty-five registrants thus far. APNA has distributed final brochure electronically. We will mailing it out the first part of next week.	a. Susan and Michelle will be labeling and mailing out
b. food	b. Sodexo food/ Marian 100 people for a total price of \$1276. This includes a continental breakfast, and boxed lunches	b. Marian will send out menu
c. vendors	c. Vendors <b>Jensen</b> has agreed thus far.	c. Marian and Susan will discuss with APNA requirements for vendors

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<p>d. Presentations</p> <p>e. Displays and hand outs</p> <p>f. IT support</p> <p>g. Speaker compensation and recognition</p>	<p>d. Should the slide presentations be available electronically? Marian will be talking to a colleague, who is organizing a conference next week.</p> <p>e. Posters and paper agendas for distribution were discussed.</p> <p>g. Financial Support? Travel,</p>	<p>e. Marian will discuss APNA national to find out what kind of support can be provided. She will also talk with</p> <p>f. Marian will meet with IT to determine level of support available.</p> <p>g. Susan will talk speakers and APNA Program support to determine what is customary.</p>
Next Meeting	<b>Friday, June 9 , 2017 4:30</b>	
Meeting ended	5:30 pm.	