

**NPUAP Board of Directors Minutes  
January 22, 2009 Thursday 8:00 am EDT**

**Call to order and agenda check: 8:00 am**

**Attendees:**

Heather Hettrick, Teresa Conner-Kerr, Mary Ellen Posthauer, Janet Cuddigan, Becky Dorner, Catherine Ratliff, Margaret Goldberg, Laurie McNichol, Diane Langemo, Lynne Moore, Aimee Garcia, Greg Schultz, Nancy Tuffin, Evan Call, Susan Garber, Steven Reger, David Saunders, Joyce Black, Barb Pieper, Laura Edsberg, Mona Baharestani

**Introduction of new board members:** Aimee Garcia was welcomed.

**Approval of Minutes of December 18, 2008-**minutes approved with change noted on page 3.

**Financial Report:**

NPUAP had a deficit last year; Funds are incoming from the Biennial Conference; S3I was in deficit last year with a new fund balance of \$22,778. Guideline group increased fund balance due to incoming grants. Grants were given to print the guidelines with estimated costs of \$31,000 for printing. See financial report for full details. Laredo and San Diego regional meetings have a \$5000 outstanding debt each. NPUAP has not received their share of profits from the regional groups.

NPUAP is awaiting the \$25,000 (Canadian) check from the WUWHS meeting.

Reminded members that a new travel policy is in effect with electronic entry. Please attach all receipts and clearly indicate activity.

**S3I Financial Report:**

One mannequin has been sold with an anticipated \$600 profit for S3I. Income revenue is split 50/50 with S3I and NPUAP. Companies involved with S3I pay \$2600 for mannequins. Other companies pay the full price. One mannequin was sold mistakenly for \$2000 instead of the \$2600 established price for contributing companies.

It was recommended that committees establish a policy document for activities and that the policy and procedure manual be updated. The Secretary will update the P/P manual in 2009 and present it to the board for review.

## **Reports from CAC, PAC, COC:**

**CAC:** Invoices went out 2 weeks before holidays and members were encouraged to process them quickly. Companies are cutting travel budgets and attendance may be down at the Biennial Conference and regional meetings.

Six potential new members.

Twenty four members participated in the CAC meeting on 1/21/09 and the antitrust policy was approved. The executive director is taking minutes and functioning as a third policy observer. The August CAC meeting minutes were approved.

CAC members have expressed concern in regards that the Biennial Conference supports the majority of the budget for NPUAP. CAC is actively encouraging attendance and promoting the conference with other sponsors.

CAC encourages the Board to keep the momentum going forward with public policy activities. Recommended consideration of an ad hoc committee member from the public policy arena.

### **PAC:**

PAC held first dinner meeting and worked on formalized procedures and involvement with NPUAP. Group would like to pursue hospital-based provider groups. Have 6-7 members and growing slowly. Would like to work more on marketing and consider a tiered membership dues systems based on emerging growth or size.

Concern about Biennial Conference being part of the dues and then not part of the dues. Clarification sought on this policy.

### **COC:**

Six COC members present at the COC dinner on 1/21/09. Working on an information packet for new members. Marketed the Biennial Conference to 10,000 plus individuals.

**Vote on Potential Members: None to present today.**

## **Assignments to Mission Committees:**

Need to strategically fill these committees and make sure that public policy is well represented.

Committee members in consultation with President identify a new chair.

**Website Maintenance:**

Encouraged committees to update website.

A group will be solicited to assist Joyce with website review and recommendations for update. Executive office will assist.

**Policy on Biennial Conference Complimentary Registrations:**

See attached policy. Question on whether PAC receive 2 complimentary registrations for the Biennial Conference.

Motion to offer 1 complimentary registration for PAC, CAC and CO.

Friendly amendment accepted to cost out the proposal and hold vote until tomorrow's meeting.

**Other Business:**

Guideline draft provided to the board and vote on approval at the next board meeting.

**Dates of Board conference calls: 2/18, 3/19, 4/23, 5/20, 6/18, 7/22**

Respectfully submitted,

/s/ Teresa Conner-Kerr

Teresa Conner-Kerr, Secretary