

APGNN Conference Call

Date: November 11, 2013
Time: 6 PM CST

Facilitator: Diane Kocovsky
Recorder: Lisa Philichi

Meeting Attendees

Patty Bierly, Teresa Carroll, Goldie Markowitz, Amy Painter, Rose Pauley-Hunter, Ryan Shonce, Shabina Walji-Vivani, Kerry Zabriskie

AGENDA

Topic	Presenter	Discussion	Outcomes
Approval of October Board Meeting Minutes	Diane	Revised minutes are not yet available for approval. Future meetings will be more formal with discussion and plan of action better reflected in the minutes. All board members need to be active participants without sidebar conversation. The Secretary or President-elect will ensure Robert's Rules of Order are followed.	Diane and Lisa will revise the October minutes. Revised minutes will be emailed to Board members for approval.
Secretary Vacancy	Diane	The Executive Board has discussed the idea of combining the Secretary position with Treasurer or Newsletter. Both Rose and Shabina think such a position is doable. In order for the position to be created, the By-laws need to be changed and voted by membership.	Ryan will address the By-law change at the retreat and membership will vote before the August election.
Program Update	Diane/Patty	Treasurer and Program Chair need to work closer together so the conference budget is followed. There were unexpected speaker costs this year. One speaker chose not to accept the honorarium. Maureen Egan continues to show interest in learning about the Program Chair position. Learning objectives will be provided to the 2014 speakers.	Patty and Rose to have ongoing communication. Program Committee to meet after all evaluations received, tentatively January 15-20, 2014.
Membership Committee Update	Diane/Teresa	The Membership Committee should continue to reach out to members who are delinquent in paying their dues before they are dropped from membership. 64 members have not paid their 2013 dues. Historically, the dues of new members who join after the Annual Meeting (Nov-Dec) are applied to the following year although it is not stated in the By-laws. It was motioned by Diane, seconded by Patty, and approved by all that for 2013, those who join at the October meeting or after will have their dues	Diane and Teresa to discuss further. Teresa and her committee members will follow up with members who have delinquent dues. Teresa will include the billing cycle on the new member application. Ryan will discuss By-law change to reflect the new member dues grace period at the retreat.

		applied to 2014.	
Patient and Family Education Committee Update	Amy	Committee membership continues to grow. APGNN handouts should be part of GI Kids by January 2014. One member is developing a milk protein avoidance cookbook. NASPGHAN Foundation found the education survey results helpful. It was suggested that membership emails regarding information such as award deadlines be sent out under the heading of <i>Professional Involvement</i> .	Amy to continue to work with her committee to develop education materials.
Website Update	Lisa	Three mood boards have been reviewed and the design proof should be available this week. Transfer of the website domain to APGNN through GoDaddy is complete.	Lisa and Diane to review design proof.
NASPGHAN/ APGNN Partnership Update	Diane	Diane discussed the following with NASPGHAN President, Athos Bousvaros: 1. More office support for APGNN and funding. 2. Better advertisement of APGNN's accomplishments 3. Membership growth. 4. Potential for Foundation funding of APGNN webinars. 5. APGNN participation on NASPGHAN committees. Robin Shannon is on the presumed Practitioner Committee. APGNN's Research Chair needs to be more involved with the Foundation. APGNN's contributions to NASPGHAN are recognized by including its logo on the NASPGHAN and GI Kids websites. Also planned is a contributor page on GI Kids and annual letter of professional contribution. NASPGHAN wants to support APGNN's action plan.	Patty and Teresa to provide Diane with how much and what NASPGHAN office support their committees receive. Diane to check with Robin Shannon regarding NASPGHAN Practitioner Committee member. Diane to present APGNN's action plan at next NASPGHAN Council call.
Lori Stohs Consulting Strategic Planning Session Proposal	Diane	In order for APGNN to continue to develop, expert consultation is needed. Board members have Lori Stoh's proposal to review. Work assignments and Board member commitment is critical for consultation to be valuable to APGNN members. Diane has compared Lori's expertise with Alliance consultant recommendations. Lori is more affordable and appropriate for the size of our organization. She is available to be the keynote speaker at the 2014 Annual Meeting and can lead a break out or special interest group. Lori can also follow-up by webinar so travel cost is not necessary for wrap-up meeting. Financial support may be available through a vendor.	Diane and Rose to meet with Lori Stohs to further discuss proposal. Lisa to pursue financial support. Board decision will be made by email
Housekeeping	Diane	For future conference calls, committee updates will be requested 1 month before. The next conference call will be in January after the Program Committee meets. The retreat will be in March or April. Diane and Ryan will attend the Alliance Fall Summit next week. The next newsletter will be available to members in December.	All to provide submissions to December newsletter in a timely manner.

Meeting adjourned at 7:08 CST