



March 20, 2026 1:30-3:05

### Virtual Meeting

**Attendees:** Tara Benz, Lura Chantler, Sharon Fruehan, Stacey Kramer, Jen Laughman, Shane Walker, Becky Meyer, Theresa Haley, Hannah Yoder, Kyndwyn Baughman-Decker

**Excused:** Kimberly Cornwell, Weston Becker

### Meeting notes:

- **Board Member Introductions and Roles:**

Jennifer led introductions for all board members, including Shane, Sharon, Lura, Hannah, Becky, Stacey, Tara, Theresa, and Kyndwyn, outlining their professional backgrounds and current roles within the chapter.

- **Member Backgrounds:** Each board member shared their experience in infection prevention, current workplace, and previous involvement with APIC, providing context for their expertise and chapter contributions.
- **Role Assignments:** Jennifer clarified current board positions, including her role as president, Shane as president-elect, Sharon as past president, and Lura as secretary, ensuring everyone understood their responsibilities for the year.

- **Financial Status and Goals:**

Jennifer discussed the chapter's financial goals for 2026, including **improving financial stability, reclaiming tax-exempt status, and cost-effective meeting locations**, with updates from Kim, Sharon, and herself on ongoing efforts.

- **Tax Exempt Status:** Jennifer, Kim, and Sharon have been working with National APIC to reclaim the chapter's tax-exempt status, which has been inactive since 2011; the application was submitted in December and is expected to take six months for approval.
- **Treasurer's Report:** Kim reported a current balance of \$5,255.97, a significant improvement from the previous year, and is preparing tax

documents for 2025, with Jennifer expressing appreciation for Kim's behind-the-scenes work.

- **Meeting Costs and Budgeting:** Jennifer, Becky, and Lura discussed budgeting for upcoming meetings, including room rental and food costs, aiming to break even through member and vendor fees, and agreed to increase meeting attendance fees to \$25 for members and \$30 for non-members.
- **Audit Volunteers:** Jennifer requested volunteers for the annual audit, with **Theresa agreeing to assist**, ensuring transparency and compliance in financial practices.

- **Policy and Bylaws Review:**

Jennifer confirmed the annual review and submission of chapter bylaws, with **Becky volunteering to chair the policy review and Hannah assisting with website updates for document accessibility.**

- **Bylaws Submission:** Jennifer, Sharon, and Lura reviewed the bylaws and found no changes necessary, submitting them to APIC as required for annual compliance.
- **Policy Review Process:** **Becky volunteered to lead the annual policy review, coordinating with Sharon and Hannah** to access and update the chapter's 11 policies, which will be posted on the website as PDFs for member access.
- **Document Management:** The group agreed to transition document storage from an outdated chapter laptop to the chapter website, with Shane suggesting an archive folder for historical documents and Hannah managing uploads.

- **Membership and Engagement Initiatives:**

Jennifer and Sharon outlined plans to welcome new members, update membership fees, and promote chapter engagement through social media and website improvements, with Hannah maintaining the website and Theresa and Kyndwyn volunteering for Facebook content.

- **Membership Chair Duties:** Sharon will reach out to new members monthly to ensure they receive chapter communications and are aware of meeting schedules, fostering a welcoming environment.
- **Membership Fee Update:** The annual membership fee was increased to \$25 to align with other Pennsylvania chapters, though the APIC website

still lists the previous rate; Jennifer will seek clarification at an upcoming national meeting.

- **Website Updates:** Hannah updated board member listings and will add meeting schedules, minutes, bylaws, and policies to the website, with Jennifer providing last year's minutes for upload.
- **Social Media Strategy:** Jennifer and Sharon and Kyndwyn will manage the chapter's Facebook page, aiming to increase engagement by posting meeting dates, webinars, and practice questions, with Theresa and Tara providing content and Becky advising on admin settings.

- **Professional Development and Meeting Planning:**

Jennifer coordinated plans for professional development, including electronic certificates of attendance, CIC study classes, and meeting logistics, with input from Kim, Sharon, Stacey, Tara, and others on speaker recruitment and agenda structure.

- **Certificates of Attendance:** Kim will send electronic certificates to meeting attendees for CIC credit, with **Shane suggesting posting certificates on the website to streamline access and encourage site traffic – group agreed this was a good idea.**
- **CIC Study Class Initiative:** Shawn Westat Mueller offered to lead a CIC study class for the chapter, leveraging experience from other chapters, with Jennifer planning to confirm Shawn's availability and support needs at the next meeting.
- **Meeting Logistics:** Jennifer outlined responsibilities for meeting organizers, including speaker recruitment, agenda creation, vendor coordination, and hospitality, with Becky and Lura handling March logistics and Stacey and Tara planning for May.
- **Speaker Recruitment:** Board members discussed strategies for finding speakers, including leveraging APIC resources, Department of Health contacts, and vendor recommendations, with Becky demonstrating how to access APIC's speaker list.

- **Vendor Relations and Sponsorships:**

Jennifer, Sharon, and Kathleen Feeney coordinated vendor engagement, increasing table fees and exploring sponsorship opportunities for meetings, with discussions on logistics, vendor-provided meals, and ongoing communication.

- **Vendor Fee Increase:** Table fees for vendors were raised to \$200, with Jennifer noting this remains competitive compared to other events, and Kathleen Feeney continuing as vendor liaison.
- **Vendor Sponsorship Opportunities:** The board discussed allowing vendors to sponsor meals or meetings in exchange for recognition and presentations, with Sharon and Jennifer planning to clarify APIC rules and **coordinate logistics with Kathleen.**
- **Vendor Communication:** Kathleen maintains an updated vendor contact list and coordinates outreach, with board members advised to include her in communications and send potential contacts for follow-up.

- **Committee Formation and Future Planning:**

Sharon proposed forming a committee to plan the 2027 education conference, with Stacey and Becky expressing interest in helping, and the group discussing timing, budgeting, and venue options for the event.

- **Education Conference Planning:** The board agreed to start planning for a 2027 education conference, considering fall timing to avoid conflicts with other chapters, and emphasizing the need for budgeting and local speakers to control costs.
- **Venue and Sponsorship:** Stacey and Shane suggested exploring free or affordable venues, such as schools or Department of Health facilities, and leveraging vendor sponsorships to offset expenses.
- **Committee Membership:** Stacey volunteered to help lead the planning committee, with Becky and Shane offering support, and Jennifer confirming that committee leadership does not require board membership.

- **Guideline and Government Updates:**

Theresa provided updates on upcoming congressional briefings, vaccine changes, and antimicrobial resistance, with plans to share further details at the next meeting.

- **Congressional Briefing:** Theresa reported that APIC and Nozin are hosting a congressional briefing to educate representatives about infection prevention, and she sent a personal request to her local representative to attend. She sent details via email to the group.

- **Nominating Committee and Board Elections:**

Jennifer and the board discussed the need for a nominating committee composed of non-board members to recruit candidates for future board positions, considering potential volunteers and clarifying election procedures.

- **Committee Recruitment:** The board brainstormed potential candidates for the nominating committee, emphasizing the need for social members and clarifying that committee members should not be current board members per APIC policy. To propose the need during March APIC meeting.

#### **Follow-up tasks:**

- **Audit of Chapter Financials:** Volunteer to assist with the audit of last year's financial books and coordinate with Kim to complete the process. (Shane, Theresa)
- **Policy Review Process:** Send chapter policies to Becky for review, and after finalization, ensure they are provided to Hannah for website upload as PDFs. (Sharon, Hannah)
- **Congressional Briefing Promotion:** Send the APIC/Nozin congressional briefing flyer to chapter members and encourage them to invite their congressional representatives to attend. (Theresa)
- **Membership Chair Outreach:** Send monthly lists of new chapter members to Sharon so she can welcome them and ensure they are signed up for chapter communications. (Jennifer)
- **Website Document Upload:** Send last year's meeting minutes to Hannah for upload to the chapter website under chapter documents. (Jennifer)
- **Social Media Engagement:** Promote the chapter Facebook page at the next meeting and encourage members to join and engage with posted content. (Jennifer)
- **Facebook Practice Questions:** Post CIC practice questions weekly on the chapter Facebook page to increase engagement. (Theresa)
- **Facebook Admin Access:** Determine and set appropriate access for board members to post directly on the chapter Facebook page. (Jennifer)
- **Meeting Financial Guidance:** Obtain and share specific financial information regarding typical food costs for meetings to assist planners in budgeting. (Jennifer)

- **Certificate of Attendance Distribution:** Decide whether to distribute electronic certificates of attendance via email or upload them to the website, and communicate the chosen process to members. (Jennifer, Kim)